SWEET BRIAR COLLEGE
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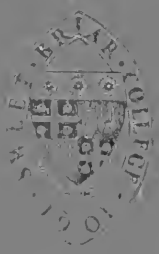
Sweet Briar College

STUDENTS' HANDBOOK



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STUDENTS' HANDBOOK

SWEET BRIAR
COLLEGE

1961 - 1962

ANN PERCY, Editor

LEONORA WIKSWO, Business Manager

CALENDAR FOR 1961-1962

First Semester, 1961-1962

1961

September	18	Arrival of new students
September	18-21	Program for new students: registration
September	21	Registration of former students
September	21	Return of former students by 7:30 p.m.
September	21	Opening Convocation, 7:30 p.m.
September	22	Classes begin, 8:00 a.m.
October	18	Founders' Day (No morning classes)
October	28	Parents' Day (Not a holiday)
November	22	Thanksgiving recess begins at 11:50 a.m.
November	26	Thanksgiving recess ends at 11:00 p.m.
December	15	Christmas vacation begins at 10:50 a.m.

1962

January	3	Christmas vacation ends at 10:30 p.m.
January	23	Classes end at 5:20 p.m.
Jan. 25 - Feb.	1	Mid-year examinations

Second Semester, 1961-62

February	4	Mid-year recess ends at 11:00 p.m.
February	5	Classes begin
March	23	Spring vacation begins at 10:50 a.m.
April	2	Spring vacation ends at 10:30 p.m.
May	5	May Day (No classes)
May	10, 11	Senior Comprehensive Examinations
May	22	Classes end at 5:20 p.m.
May 24 - June	1	Final examinations
June	2	President's Garden Party
June	3	Baccalaureate Sermon
June	4	Fifty-third Annual Commencement

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Welcome to the Class of 1965!

Your questions about the rules of the college, the Honor Code, and the nature of the Student Government will be answered in this HANDBOOK. You will also find in it information on the various college services, activities, and organizations.

HANDBOOK classes meet in the fall to help you become thoroughly familiar with the regulations. The most important sections of this book for you to study are: the **Officers of the Student Government Association, The Honor Code, General Regulations,** and **General College Rules and Information.** The remaining information is mainly for your interest or convenience.

REMEMBER TO BRING THIS HANDBOOK WITH YOU WHEN YOU COME TO COLLEGE. Sweet Briar extends a warm welcome to you.

—THE EDITOR

STUDENT GOVERNMENT ASSOCIATION

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AGREEMENT CONCERNING THE STUDENT GOVERNMENT OF SWEET BRIAR COLLEGE

The Student Petition (October 17, 1906)

The students of Sweet Briar College, believing that there is dignity and honor in student government, desire individual and community responsibility for the conduct of students in matters not strictly academic.

We, therefore, petition the President and Faculty for legislative and executive control in certain matters. We ask:

I. Right to control quiet and order in all places about the buildings and campus that are not under the immediate control of a member of the Faculty.

II. Permission, with the advice and approval of the Faculty, to extend our power as occasion arises and we prove worthy to be vested with greater power and authority.

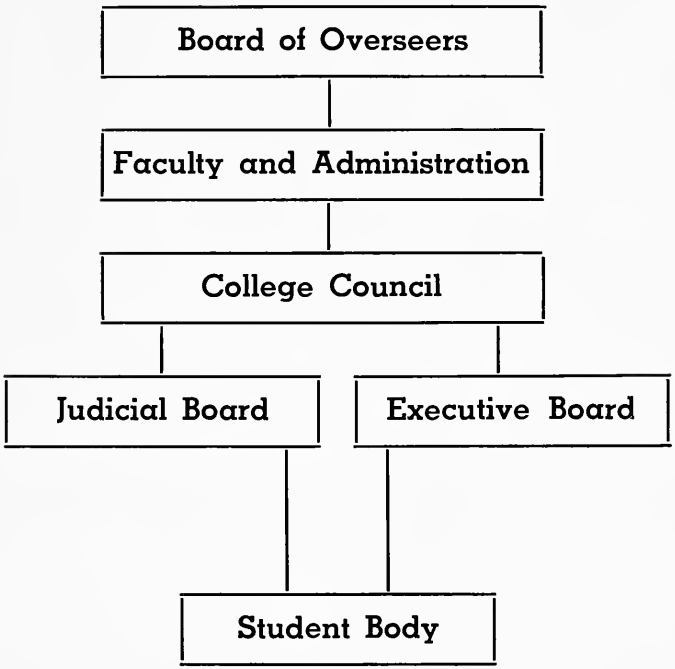
III. Permission to make such additions to the above as we may feel are necessary, with the consent and approval of the President and Faculty.

The Reply of the Faculty (October 20, 1906)

The Faculty of Sweet Briar College endorses most cordially the desire of the student body to assume responsibility for the conduct of individual students in non-academic matters. Therefore, the Faculty accords permission to frame a constitution embodying laws regulating the points specified in the petition—said constitution to be submitted to the Faculty for endorsement.

SPHERES OF AUTHORITY

The concept of "spheres of authority" has been made the foundation of the Constitution of the Student Government Association because it was felt that control of community life falls naturally into three areas: that primarily of Student concern, that of joint Faculty-Student concern, and that primarily of Faculty concern. The drawing-up of the Constitution was a cooperative venture between the Students and the Faculty, and its adoption rested upon ratification by both groups. The Grant of Powers and the Constitution, By-Laws and Regulations reflect not only the tripartite concept but also the philosophy that



responsibility breeds a sense of responsibility. The goal of this endeavor is heightened cooperation between Students and Faculty in the interest of the College and its component parts.

I. In the *Student Sphere,* the organs of government are:

The Legislative Body, made up of the Association as a whole
The Executive Council
The Standing Committees
The Judicial Board

II. The authority entrusted to the *joint Faculty-Student Sphere* is exercised by the College Council, possessing both legislative and judicial jurisdiction. In its legislative capacity the College Council meets monthly whereas in its judicial capacity it meets only when

necessary. The faculty members of College Council shall be the President of the College, the Dean, the Assistant Dean, the Dean of Students, the College Physician, and five members elected annually by the Faculty.

III. In the *Faculty Sphere,* the Faculty shares with the Board of Overseers and with the administrative officers of the College the final responsibility for the academic and social welfare of the College. It provides the instruction given; through its Executive Committee and other standing committees, determines the content of the curriculum; and carries on the academic business of the College.

Grant of Powers

A. The Faculty of Sweet Briar College, in response to the request of the Student Government Association and in accordance with the authority vested in it by the Board of Overseers, entrusts to the *Students* the power to revise and interpret in the following areas of regulation:

1. House Regulations (General Information, Part III)
2. Extracurricular Activities (General Information, Part IV, 3)
3. Dress Regulations (General Information, Part IV, 2)

The Faculty entrusts to the *College Council* the power to revise and interpret in the following areas of regulations listed below. All changes must be reported to the Student Government Association and to the faculty.

1. Campus Regulations (General Information, Part IV, 1)
2. Non-Overnight Absences (General Regulations, Part III, A)
3. Social Regulations (Gneral Regulations, Part IV)
4. Smoking Regulations (General Regulations, Part I)

The *Faculty* retains the power to revise and interpret in the following areas of regulation:

1. Overnight Absences (General Regulations, Part III, B)
2. Motoring Regulations (General Regulations, Part V)
3. Air Travel (General Information, Part I, A, 6)
4. Drinking Regulations (General Regulations, Part II)
5. Rule governing Hazing (General Information, Part IV, 5)
6. Rule governing Secret Organizations (General Information, Part IV, 6)
7. Academic Rulings (General Information, Part IV, 7)

The Faculty will whenever possible discuss such changes with the College Council in advance of decision.

B. The Faculty reserves the right to withdraw all or any part of the power granted if it finds that the power is being abused. Except in cases of emergency, thirty days' notice shall be given before such action shall become effective.

Acceptance of Powers

We, the students of Sweet Briar College, understanding the responsibilities entrusted to us through this Grant of Powers, hereby accept the obligations and privileges which this provides.

Preamble

Whereas we, the students of Sweet Briar College, individually and collectively desire to assume responsibility for the conduct of students in our college life, and

Whereas, we believe that such responsibility not only promotes loyalty to the best interest of the College but prepares the students to take their places in democratic society, and

Whereas, we believe that there is dignity and honor in student government,

We do hereby, in accordance with the grant of powers from the faculty and administration to the students, adopt the following Constitution and By-Laws.

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF SWEET BRIAR COLLEGE

Article I—Name

The name of the organization shall be the Student Government Association of Sweet Briar College.

Article II—Purpose

The purpose of this organization shall be:

1. to support the formal educational program by emphasizing the intellectual life of the college

2. to strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is "to impart to students such an education in sound learning, and such physical, moral, and religious training as shall best fit them to be useful members of society"
3. to promote the highest standards of honor and integrity in all phases of college life
4. to stimulate an intelligent interest in college citizenship
5. to foster the individual and community interests of Sweet Briar students, and
6. to advance the spirit of loyalty to the College and its undertakings.

Article III—Membership

All students at Sweet Briar College are members of the Association.

Article IV—Organization

The Student Government Association shall exercise legislative, executive and judicial powers.

Article V—Legislative Powers

Section 1.

The Legislative powers of the Association shall be exercised by the Association as a whole.

Section 2.

These powers shall be:

1. to make appropriations from the student activity funds
2. to conduct nominations and elections of Association officers
3. to ratify the rules and regulations lying exclusively within the student sphere, in accordance with the grant of powers from the Faculty and Administration
4. to propose and discuss rules and regulations.

Section 3.

All matters of a legislative nature which the Student Body or any portion thereof wishes to present to the Faculty shall be discussed by College Council prior to such presentation. If the Council disapproves of the proposal, the students may present this matter directly to the faculty.

Article VI—Executive Powers

Section 1.

The Executive Powers shall be exercised by the Executive Officers, the Excutive Board, and the Standing Committees of the Association.

Section 2.

The Executive officers shall be: the President, Vice-President, Secretary, Treasurer and the House President from each dormitory.

Section 3.

A. The Executive Board shall consist of: the Executive Officers; the Presidents of the Sophomore and Freshman Classes; the Head of Orientation; the Chairman of the Social Committee; the President of the Y. W. C. A.; the President of the Athletic Association; the campus Chairman of the National Student Association; and the President of the Junior Class during her service as temporary head of the Freshman Class.

B. The powers of the Executive Board shall be:

1. to implement the educational purpose of the association:
   a. by **broadening** intellectual opportunities through educational projects sponsored directly or by the appropriate student organization;
   b. by **channeling** questions about academic matters to the proper authority
2. to recommend revisions to the House regulations
3. to consider all petitions, appeals, petitions for recall of officers and proposals for amendments to the Constitution and By-Laws, and, at the discretion of the Board, to refer each to the proper authority
4. to approve by a two-thirds vote, the charter for all new clubs, organizations and publications
5. to explain to the students the meaning of Student Government Constitution and By-Laws
6. to administer the Constitution and By-Laws
7. to review the rules and regulations annually.

Article VII—Judicial Powers

Section 1.

The Judicial Powers shall be exercised by the Judicial Board.

Section 2.

The Judicial Officers shall be: The Judiciary Chairman of the Student Government Association, the Vice-Chairman, and the Secretary of the Judicial Board.

Section 3.

A. The Judicial Board shall consist of: the Judiciary Chairman of the Student Government Association, three seniors, four juniors, two sophomores, and two freshmen. At its first meeting in the spring, the board shall elect a Vice Chairman and a secretary. Any member of the community may be invited to serve as a non-voting member in a particular case.

B. The powers of the Judicial Board shall be:

1. to interpret the Honor Code and Regulations to the members of the Association and Faculty
2. to authorize or to undertake investigation of cases involving:
   a. breach of the Honor Code
   b. lack of responsibility with regard to regulations as Board members deem necessary
   c. breach of good taste and good judgment
3. to try cases involving:
   a. breach of the Honor Code
   b. lack of responsibility with regard to regulations as Board members deem necessary
   c. breach of good taste and good judgment
4. to impose such penalties as it deems advisable
5. to refer any case to College Council; cases involving questioned academic honesty, suspension or expulsion must be referred to the Council
6. to consider cases of questioned academic honesty with the provision that:
   a. the faculty member in whose course the case arose shall be consulted by the Judicial Board during its consideration of the case.
   b. the final decision rests with College Council.

Article VIII—College Council

Section 1.

The authority entrusted by the faculty to the joint Faculty-Student Sphere of authority is exercised by the College Council, possessing both legislative and judicial jurisdiction.

Section 2.

A. The faculty members of the College Council are designated by the faculty.* In case of questioned academic honesty, the faculty member in whose course the question arose shall attend the meetings of the College Council in an advisory capacity while the case is being considered.

B. When the College Council sits in its legislative capacity, the student members shall be the officers of the Executive Board, the Chairman of the Social Committee, the President of the Freshman Class, and the President of the Junior Class during her service as temporary head of the Freshman Class. When College Council sits in its judicial capacity, the student members shall be the members of the Judicial Board and the President of Student Government Association.

C. The President of the Student Government shall be Chairman of the Council.

Section 3.

A. The powers of College Council in its legislative capacity shall be:
   1. to amend regulations lying within the joint Faculty-Student Sphere of authority
   2. to discuss topics of interest to the Community and offer recommendations to the Faculty or to the Student Body. It may call Community meetings for the discussion of such topics
   3. to receive all questions of interpretation of this Constitution, By-Laws, and Regulations and render final decision on these questions
   4. to interpret rulings of the Board of Overseers on student activities.

B. The powers of College Council in its judicial capacity shall be:
   1. to make final decisions in all cases except when it votes for a penalty of suspension or expulsion from the College. In such cases the Council shall make to the Administration a recommendation of suspension or expulsion

*See Page 8.

2. to receive appeals from a decision of the Judicial Board. Such appeals may be made either directly by the student penalized, or by the Association upon a majority vote, or by any two members of the College Council. After judicial review, the Council may impose a substitute penalty which shall be final in all cases not involving suspension or expulsion.

C. The Council must reconsider a decision made by it on all legislative and judicial matters if such reconsideration is requested by a majority vote of the Faculty or the Student Body.

Article IX—Parliamentary Authority

The rules contained in *Robert's Rules of Order, Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws.

Article X—Amendments

Section 1.

Amendments may be proposed by any Board, Council or Committee of the Association, by a member at any meeting of the Executive Board or of the Association, or by a Special Committee appointed by the President.

Section 2. Procedure:

A. All proposals shall be studied by the Executive Board. They shall then be referred, with recommendations, to the College Council at least forty-eight hours prior to the vote of the Council.

B. The College Council may make amendments to the proposal. If the College Council, by a two-thirds vote, approves the proposal as amended it shall be communicated to the members of the Association forty-eight hours in advance of the next meeting of the Association.

C. Final adoption of an amendment requires a two-thirds vote of the members of the Association and approval of the Faculty.

BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION OF SWEET BRIAR COLLEGE

Section I—Honor Pledge

At the beginning of each year, after passing the Student Government test, every student is expected to sign the following pledge, indicating her willingness and determination to adhere to the principles of the Association.

I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. I REALIZE THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR AND WILL STRIVE TO SEE THAT THEY ARE RESPECTED AND UPHELD.

HAVING STUDIED THE REGULATIONS FOR LIVING AT SWEET BRIAR COLLEGE, I UNDERSTAND THEM AND REALIZE THEIR IMPORTANCE TO MY OWN SAFETY, TO THE COMMUNITY AS A WHOLE, OR TO THE IDEALS OF THE COLLEGE. I WILL ASSUME MY OBLIGATIONS TO ABIDE BY THE LIMITS THAT HAVE BEEN SET UP UNTIL SUCH TIME AS THEY HAVE BEEN ALTERED THROUGH PROPER DEMOCRATIC PROCESSES.

Section II—Meetings of the Association

A. The association shall hold regular monthly meetings on the first Wednesday of each month.

B. Students are required to attend Student Government meetings. If a student is unable to attend she is required to see her house president before the meeting.

Section III—Executive Branch

A. Duties of Executive Officers.

1. The President shall:
   a. call and preside at the meetings of the Association, of the Executive Board, and of the College Council
   b. represent the students either personally or through her representatives when the need arises
   c. appoint special committees when necessary
   d. perform the duties which pertain to the office of president
   e. make an annual report to the Association in the April meeting.

2. The Vice-President shall:
   a. perform the duties of President in the absence of the President
   b. administer the regulations governing participation in extra-curricular activities
   c. serve as chairman of the Inter-Club Committee.

3. The Secretary shall:
   a. record the proceedings of all meetings of the Association, of the Executive Board, and of the College Council, when acting in an executive capacity, keep a permanent record of the same, and file a copy of the College Council minutes with the Dean and a copy with the Dean of Students.
   b. send to the Secretary of the Faculty a copy of the amendments to the By-Laws adopted by the Association
   c. keep a list of officers, committees, boards or other bodies appointed by the Association or its officers, and file a copy with the President, and the Dean of the college and the Dean of Students.
   d. attend to all correspondence of the Association
   e. perform all other duties pertaining to the office of secretary of the Association.

4. The Treasurer shall:
   a. serve as Chairman of the Finance Committee and in this capacity collect the Student Activities fees
   b. keep a record of all money of the Association and expend the same according to the direction of the Executive Board of the Association
   c. make interim reports of the finances at the request of the President of the Association or the Executive Board
   d. at the last regular meeting of the year, render to the Association a complete report of the year's work
   e. open the accounts of the Association for inspection upon request of any member of the Association or the President of the college or her deputy.

5. Each House President shall:
   a. exercise a general supervision over her dormitory
   b. be responsible for her house book.

B. Meetings of the Executive Board:

The Executive Board shall meet once every week. Additional meetings may be called by the President.

C. Standing Committees.

1. Inter-Club Committee.

a. The Inter-Club Committee shall consist of: all Club presidents; the heads of Orientation, Campus Chest, Student Development Fund, Vocational Guidance Committee; the chairman of the Board of Publications, the chairman of NSA, and the president of the Y. W. C. A., ex officio; and the Vice-President of the Student Government, who shall serve as Chairman of the committee.

b. Its powers and duties shall be:

1. to act as a general coordinating body for club activities
2. to recommend to the Executive Board the approval or disapproval of any proposed club, other organizations or publications
3. to keep on file the Constitutions and memberships of all organizations, clubs, and publications
4. to evaluate the activities of each club.

c. The Chairman shall call meetings of the Committee. Members of the community may request that a meeting be called for discussion of general questions pertaining to extracurricular activities.

2. Nominating Committee:

a. The Nominating Committee shall consist of: the Executive Board and the President of the Junior class. Other officers of the four classes may be invited for consultation

b. It shall be the duty of the Nominating Committee to nominate the officers of the Association for the ensuing year in accordance with Section VII, A and B.

3. Social Committee

a. The Social Committee shall consist of: a Chairman, six seniors, six juniors, six sophomores, and after the first semester, two freshmen. The Chairman shall be elected by the

Association. The social chairmen of the four classes, automatic members of the Social Committee, shall be elected by their respective classes. The other members of the Committee shall be chosen by the incoming and outgoing Chairmen of the Social Committee, the Assistant Dean, Dean of Students, and the incoming and outgoing Presidents of Student Government, the choice to be subject to the approval of the Executive Board.

b. Its powers and duties shall be:
   1. to help maintain the standards of social life recognized by Sweet Briar College
   2. to act as hostesses
   3. to cooperate with the Dean of Students and Executive Board in the administration of social regulations
   4. to sponsor Fall Dances.

4. Finance Committee
   a. The Finance Committee shall consist of the Treasurer of the Student Government who shall serve as chairman, the Treasurer and Assistant Treasurer of the college, and the Treasurers of all clubs and organizations which receive money from the Student Activities Fund.
   b. Its powers and duties shall be:
      1. to draw up an annual budget for adoption by the Association
      2. to administer the Student Activities Fund* in accordance with the budget adopted by the Association
      3. to decide any financial appeal of an organization or of any individual which had been referred to the committee
      4. to discharge the treasurer of a student organization for mismanagement of funds. The decision of whether or not funds have been mismanaged will rest with the Finance Committee, the Assistant Treasurer of the College, and the sponsor of the organization. In case of discharge a new treasurer will be elected
      5. to require that the accounts of every campus organization be audited three times a year as specified by the committee.

*See General College Rules and Information, Students Activities Fund, Page 57.

c. The Finance Committee shall meet in October and at other times at the discretion of the chairman.

5. National Student Association Committee.
   a. The National Student Association shall be represented on campus by a Chairman elected by the Student Government Association. She may appoint a committee to aid her.
   b. The Chairman shall:
      1. represent the college at regional and national NSA conferences
      2. represent the association on campus.

6. Orientation

   The Orientation Committee, composed mostly of Sophomores and Juniors, works throughout the year to help new students feel a part of Sweet Briar. Letters are written to new students in the summer, and committee members return early for Orientation classes before welcoming the new students. The first few weeks of college the Committee is especially active in acquainting new students with the intellectual as well as other phases of Sweet Briar life. During the year informal gatherings are held at various times to give the new students additional opportunities to meet upperclassmen and faculty.

Section IV—Judicial Branch

A. Duties of Judicial Officers.

1. The Judicial Chairman of the Student Government Association shall:
   a. conduct meetings of the Judicial Board
   b. interpret to students, faculty, and College Council the underlying philosophy of the Honor Code and Regulations and the policy of the Judicial Board
   c. to discuss with the Dean of Students all cases coming to the Judicial Board prior to and/or during their consideration by the Board.
   d. personally explain decisions of the Board to those concerned
   e. keep herself informed about the Judicial records.
2. The Vice Chairman of the Judicial Board shall perform the duties of the chairman in the absence of the Chairman.

3. The Secretary of the Judicial Board shall:
   a. record the proceedings of all meetings of the Judicial Board and of College Council acting in a judicial capacity, keep a permanent record of the same, and file copies of the same with the Dean and with the Dean of Students
   b. draw up a report of all cases brought before the Board, regardless of whether or not penalty is given, and post the same on the Student Government bulletin board for a week following the report
   c. write a resume of any case which is to be brought before College Council in its judicial capacity and take it prior to the meeting to the Dean for the use of the members of College Council.

B. Meetings.

The Judicial Board shall meet at the discretion of the Chairman.

C. Penalties.

1. Penalties which may be imposed by the Judicial Board are:
   a. Withdrawal of Privileges.
      1. Dating
      2. Pink Slip (overnight absences)
      3. House book
      4. Library (for breach of Library regulations).
   b. Probation

      When placed upon probation, a student must pledge before the Judicial Board that henceforth she will be especially scrupulous in all matters of honor and in keeping all regulations, with the understanding that any future infringement will be more serious for her than for other students. The acceptance of probation shall be entered in the Chairman's book and the Secretary's book. A student shall accept probation in the form, "I (name given) because (cause given) accept probation and pledge myself to be especially scrupulous in all matters of honor and in keeping all regulations. I understand that any infringement will be more serious for me than for other students."
   c. Suspension of Pledge

      Suspension of pledge involves the loss of all privileges granted to Sweet Briar students through the Honor Code

and Student Government Regulations. The pledge may be suspended for varying lengths of time, but in any case its purpose is to bring a girl who has broken her pledge to the realization of the responsibility which she must assume when she signs the pledge. If a student does not live up to her responsibility as defined in the pledge, she is not justly entitled to the privileges granted to Sweet Briar students through the Honor Code and Student Government Regulations. At the end of her suspension of pledge, a student is given the opportunity to re-sign her pledge.

d. Any other which the Judicial Board deems appropriate to the particular case.

2. Suspension or expulsion shall be regulated according to the provisions in the Constitution, Article VIII, 3B, 1

3. A penalized student may ask for reconsideration of her penalty by the Judicial Board or may appeal to College Council for re-examination of her case.

Section V—College Council

A. Meetings of College Council shall be called by the Chairman. She must call a meeting upon the request of the Judicial Chairman or of a majority of the members of the Council.

B. A quorum shall consist of over one-half of the student members and over one-half of the non-student members.

C. Voting:

1. All procedural matters shall be decided by a majority vote.

2. Substantive action by the Council requires an affirmative vote of two-third of the votes cast.

3. Voting shall be by secret ballot upon request of any member. In judicial cases involving suspension or expulsion a secret ballot is required.

4. If the Council, after considering every possible solution open to it, is unable to reach an affirmative vote of two-thirds votes cast in a judicial case, it shall refer the matter to the Faculty for decision on the procedure to be used in final settlement of the case.

Section VI—Eligibility For Office

A. A student who is under a major penalty imposed by the regular authorities of the Association may not hold office in the Association. For eligibility requirements regarding academic work and health see regulations concerning extracurricular activities, Handbook, page 55.

B. The standards for retention of office are the same as those for eligibility.

C. The President and Vice-President of the Association, the Judiciary Chairman of the Association and the Chairman of the Social Committee shall be of the Senior Class. The Chairman of the Student Development Committee, the Campus Chest Committee, the President of the YWCA, and the President of the Athletic Association shall be either a Junior or Senior. The Secretary and the Treasurer of the Student Government Association and the Chairman of the National Student Association shall be of the Junior Class, and there shall be two senior, three junior, and two sophomore house presidents.

D. A member of the Student Government Association may serve only once on the Executive Board and once on the Judicial Board prior to her Senior year. A student who serves on the Executive Board or on the Judicial Board her Freshman year shall not be eligible for membership in the other body until her Junior year. A Sophomore member of the Executive Board or Judicial Board may not serve on the other body until her Senior year when she may serve on either board.

Section VII—Elections

A. Officers of the Association and the elected chairmen of the Standing Committees shall be nominated by the Nominating Committee. Chairmen of the Campus Chest Committee, Student Development Fund Committee, and the presidents of the Athletic Association and of the Y. W. C. A. shall be nominated by their respective committees, subject to the approval of the Executive Board. These nominations for the ensuing year shall be made early in the second

semester. Further nominations may be made by a petition with a minimum of 25 signatures to be submitted to the Vice-President of the Student Government Association.

B. In the second semester, after eligibility has been determined, the nominations for the three groups listed below shall be posted for one week prior to the elections which shall be conducted by the Student Government Association.

GROUP ONE

President of Student Government, Judiciary Chairman of Student Government

GROUP TWO

Executive officers of Student Government (Vice-President, Secretary, and Treasurer of Student Government, House Presidents), Judicial Board members, Chairman of the Social Committee, President of the Y. W. C. A., Chairman of Orientation, Editor of THE SWEET BRIAR NEWS; Chairman of the National Student Association, President of the Athletic Association.

GROUP THREE

Chairman of the Student Development Fund; Class Presidents, the Chairman of Campus Chest.
Other officers will be elected after Group Three by their respective organizations.

C. The Student Government Association shall use the system of the modified preferential ballot in conducting its elections. (To vote a ballot preferentially vote for two more people than the number to be elected from the list, e. g., if electing one, vote preferentially for three putting a one beside your first choice.) The voter's last choice receives one vote, the next to last receives two votes, and so on. If a ballot is checked and not numbered, each check gets the value of a last choice. If someone votes for just one person when she should vote for three, her vote counts as a third choice. The vote shall be by secret ballot.

D. Newly elected officers assume their duties after Spring Vacation.

E. If a vacancy occurs in any office of the Association, the President shall ask the person who ranked next on the preferential ballot in the last election to fill the office. Temporary vacancies shall be filled by appointment of the Executive Board.

Section VIII—Amendments to By-Laws

By-laws may be amended by a three-fourths majority of a student vote after consultation on the part of the President of the Student Government Association with the Dean of Students, and after approval by College Council in cases where such action is recommended by the Dean's staff.

OFFICERS OF THE STUDENT GOVERNMENT ASSOCIATION

EXECUTIVE BRANCH

President ..... ANN RITCHEY

Vice-President ..... ANNE PARKER

Secretary ..... VIRGINIA JOACHIM

Treasurer ..... PEGGY TILGHMAN

House Presidents

Carson ..... OLIVE WILSON

Dew ..... JUDY HARTWELL

Gray ..... MARGERY FLEIGH

Grammer ..... SUSAN GLASGOW

Manson ..... CHENAULT MCCLURE

Randolph ..... MANDY MCCORMICK

Reid ..... MARY FITZHUGH

Lancaster (peripheral houses) ..... RAY HENLEY

Chairman of Social Committee ..... FONTAINE HUTTER

President Y. W. C. A. ..... LEE KUCEWICZ

President Athletic Association ..... MARY JANE SCHRODER

President Sophomore Class ..... SUSAN WILLIAMS

President Freshman Class ..... TO BE ELECTED
(Pro-tem) ..... BETSY PARKER

Head of Orientation ..... ANN FUNKHOUSER
(ex officio)

National Student Association, coordinator ..... DEARING WARD
(ex officio)

Ann Ritchey

President of Student Government

JUDY HARTWELL
House President
DEW

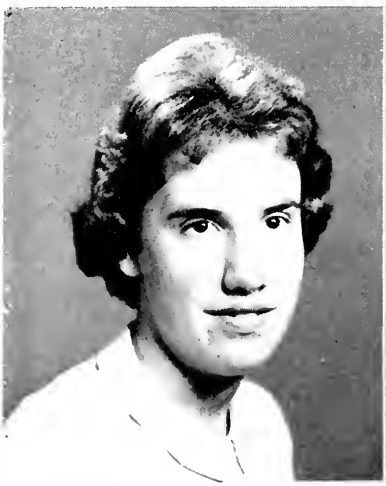
RAY HENLEY
House President
LANCASTER

CHENAULT MCCLURE
House President
MANSON

MANDY MCCORMICK
House President
RANDOLPH

OLIVE WILSON
House President
CARSON

MARY FITZHUGH
House President
REID



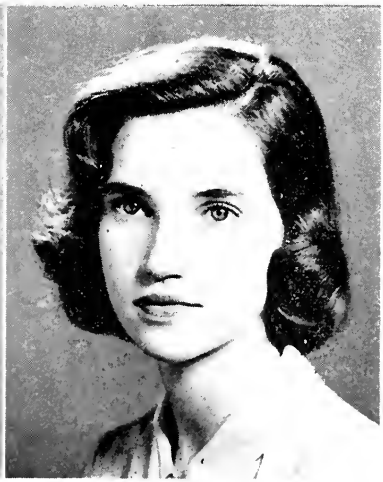
MARGERY FLEICH
House President
GRAY

SUSAN GLASGOW
House President
GRAMMER

LEE KUCEWICZ
President, Y. W. C. A.

MARY JANE SCHRODER
President, Athletic Association

ANN FUNKHOUSER
Chairman, Orientation



FONTAINE HUTTER
Chairman, Social Committee

JUDICIAL BOARD

Judiciary Chairman of Student Government ..... ADELE VOGEL

Vice-Chairman ..... CHLOE FORT

Secretary ..... SUE JONES

MEMBERS

Senior Representatives ..... CHLOE FORT, NINA HARRISON, EVE PRINGLE

Junior Representatives ..... ANNE CARTER, JUDY GUTCHES, SUE JONES

Sophomore Representatives ..... ASHTON BARFIELD, VIRGINIA DEL GRECO, SALLY GUMP

Chairman of Judiciary

Adele Vogel

Chairman, Judicial Board

Chloe Fort

Nina Harrison

Eve Pringle

Anne Carter

Judy Gutches

Sue Jones

Ashton Barfield

Virginia Del Greco

Sally Gump

THE HONOR CODE

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STUDENT LIVING AT SWEET BRIAR COLLEGE

Sweet Briar citizenship requires that the student govern her behavior according to the requisites for cooperative living. Realizing that there are certain standards by which our society, both on and off the campus, is governed, the student is under an obligation to uphold them.

Citizenship at Sweet Briar is based primarily on the two following principles:

1. To cover the general standards of society which each student is expected to understand and respect, we rely on a sense of honor.

2. To support the regulations limiting and organizing our life while at Sweet Briar, we expect a student to see that the college community is run smoothly and efficiently, keeping in mind the safety of the students, the convenience of the community as a whole, and the maintenance of the high level of integrity. These standards involve individual responsibility for one's obligations as a citizen of Sweet Briar.

An honor code is based upon:

1. Integrity of one's word

2. Respect for the property of others

3. Honesty in academic work (including preparation of classroom work, papers, laboratory work and notebooks, tests, and examinations).

In order to avoid external controls as much as possible we depend upon certain means of self-enforced discipline.

1. The student must record* and report* herself for her infractions of the Sweet Briar regulations. The dormitory officers have the authority to remind her if she fails to do so. If there is cause to think that specific infractions are occurring, dormitory officers, in accordance with judicial procedures, have the power to ascertain whether or not this is true.

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*Specific procedures will be explained in HANDBOOK classes.

2. The student is first of all responsible for her own behavior. If she witnesses a breach of the regulations or of good conduct she should call it to the attention of the offender herself, or if the offender consistently refuses to recognize her misdemeanors, it is within another student's power to report to the proper Student Government officer.

3. Certain rules concerning smoking and drinking were made for the safety of students and with the welfare and atmosphere of the campus in mind. As long as these rules exist, a breach of them will be considered a very serious offense. Penalties will consequently be of maximum severity *(i.e.,* suspension or expulsion).

The Student Government pledge is the expression of both the student's acceptance of the standards of honor at Sweet Briar and her realization of the necessity for the regulations governing community living.

I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. I REALIZE THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR AND WILL STRIVE TO SEE THAT THEY ARE RESPECTED AND UPHELD.

HAVING STUDIED THE REGULATIONS FOR LIVING AT SWEET BRIAR COLLEGE, I UNDERSTAND THEM AND REALIZE THEIR IMPORTANCE TO MY OWN SAFETY, TO THE COMMUNITY AS A WHOLE, OR TO THE IDEALS OF THE COLLEGE. I WILL ASSUME MY OBLIGATION TO ABIDE BY THE LIMITS THAT HAVE BEEN SET UP UNTIL SUCH TIME AS THEY HAVE BEEN ALTERED THROUGH PROPER DEMOCRATIC PROCESSES.

A student is expected to sign this pledge upon passing the handbook test each year that she is at Sweet Briar. If she has any questions or objections to regulations she is encouraged to consult with an officer of the Student Government Association *before* signing her pledge. (Handbook classes are held for the purpose of clearing up just such questions in the minds of incoming students.)

The student will find the most freedom within the campus society if she is in accord with its standards of procedure and behavior. Whether or not these regulations are consonant with those she has experienced before entering college, she is advised to regulate her behavior within the limits set until they have been changed through orderly processes. The student must realize that many regulations are for her own safety. Others, not necessary for individual living, are vital when many people are living together. Successful student government is a challenge to accept the responsibilities of citizenship, and to foster active concern for the spirit of the college. Upperclassmen, who have experienced the benefits of student government, have a special responsibility for seeing that its standards are met both by their example and by their advice to others.

HONOR CODE

THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK WHICH IT REPRESENTS. Therefore principles of academic honesty are an essential part of the Sweet Briar Honor Code. In accordance with these principles the following regulations have been established:

I. Examinations and tests

A. All tests and examinations are given under the Honor Code. The student's signature on any written work is regarded as a guarantee of honest work.

B. It is suggested that only those materials needed for the examinations be brought into the examination room. For their own protection students are advised not to bring notebooks into classrooms where tests and examinations are to be held.

II. Papers

A. Students shall give due and appropriate acknowledgment of the work of others when that work is incorporated into the writing of their own papers.

1. Quotations must be clearly marked and sources of information or of ideas or opinions not your own must be indicated clearly in all written work. This applies to paraphrased ideas as well as direct quotations.

2. Unless otherwise directed, every student working in a laboratory is expected to make all necessary measurements, drawings, etc., from her own independent observations of the material provided.

B. Any form of plagiarism violates the integrity of the student's work. In cases of doubt, students should ask instructors; and instructors are requested to be definite and explicit in explaining the proper procedure for the work involved.

III. Procedure Upon Infraction

A. If an instructor observes a possible breach of academic honor he should promptly confer with the student involved.

1. Unless convinced that no such breach has occurred, the instructor should urge the student to report the affair to the Judiciary Chairman of the Student Government Association.

2. If the student neglects to do so promptly, the instructor should so report the case himself.

B. When consulted by a student concerning suspicious work which she has observed, the instructor should advise the student to discuss the case with the Judiciary Chairman.

C. If an instructor is in doubt about the best procedure in a given case, he should consult the Dean or the President of the college.

IV. Expulsion, suspension, and, in the case of academic matters, suspension of pledge, shall be recorded on the student's permanent record. In either of the latter two cases the record of the penalty shall be expunged upon the granting of a Sweet Briar degree.

V. Library regulations

A. All library material must be signed for at the desk before being taken from the building.

B. Reserve books must be replaced on the proper shelves and may not be removed from the library until the time designated.

C. Disregard of library regulations concerning reserve books and periodicals is a Student Government offense. (You are especially reminded that the intentional removal of any library book under any circumstances not included under library regulations shall be considered as a serious breach of honor.)

D. All library regulations apply also to the Art and Music departmental libraries in the Fine Arts Center.

E. For further information about library conduct see section on the Mary Helen Cochran Library.

GENERAL REGULATIONS

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I. Fire Prevention

A. There shall be no candles used in the dormitory rooms. Permission for the use of candles in the parlors or common rooms must be obtained from the Assistant to the President of the College, and any question of fire prevention should be referred to him.

B. There shall be no fire made in any room.

C. There shall be no sitting on fire escapes nor shall anything be placed on the fire escapes or ladders.

D. Any false ringing of the fire alarm will be treated as an extremely serious offense.

E. There shall be no smoking in any unauthorized place in any Sweet Briar building.

F. Information:

Smoking is permitted in the following places:

1. The Dells.
2. The roads leading off the immediate campus except the road to the gate.
3. The arcades in the residential quadrangle (the passageway leading from the ground floor of Randolph to the entrance of Manson Hall is not considered an arcade).
4. All smoking rooms until 1 a. m. (After 1 a. m. these rooms with the exception of the Emily Bowen Room may be used for study only.)
5. The Common Rooms after 1:00 a. m., during the examination periods only.
6. Dew, Gray, Randolph, Grammer, Reid parlors with guests only or during meetings.
7. The Inn, subject to arrangements made by the Boxwood Inn Committee.
8. The refectories at dinner on Friday and Saturday nights, Sunday noons, and late Sunday breakfast.
9. At the lake in the Recreation Room, and on the upper sun deck, in a party registered with the Head of Lake.
10. In faculty and staff offices when a faculty or staff member is present and gives permission.

11. Outside Babcock, Fletcher Auditorium, Manson, and the Gymnasium during intermissions of special college events.
12. In Babcock Smoking Lounge.
13. In cars on campus.
14. The Date House.
15. In A. A. room during meetings and special college functions.

II. Drinking Regulations

A. There shall be no drinking at Sweet Briar College either by the students or by their guests.

B. Students may not have alcoholic beverages in their possession on campus.

NOTE: *Although the Association does not undertake to give legal advice, it wishes to call the attention of everyone to the Virginia State Law concerning alcoholic beverages. According to this law, it is a misdemeanor (1) for any holder of a license to sell any alcoholic beverages to any person who is less than twenty-one years of age, (2) for any person under twenty-one years to falsely represent his age to be twenty-one or older in order to purchase alcoholic beverages and (3) for any person to purchase alcoholic beverages for another person who he has reason to know is under twenty-one years of age. Beer with an alcoholic content of 3.2 may be sold to those 18 years of age or older. Students while residents in Virginia are expected to conform to this and all other laws of the state.*

III. Absences from Campus

IT IS A STUDENT GOVERNMENT OFFENSE FOR ANY STUDENT TO SIGN IN FOR ANOTHER STUDENT.

A. Non-overnight absences
   1. without late permissions
      a. Signing out: on housebook
         1. No student may leave before 6 a. m.
         2. All on-campus dates* must be registered (including the hour of his arrival and the hour of his departure)
         3. Another may sign out for you within an hour if you have forgotten to do so
      b. Signing in: on housebook (date must leave before a student signs in)

*Each student will be responsible for the behavior of her guests and for informing them of the rules they are expected to observe while visiting the college.

1. All students must sign in on housebook
   a. Monday-Thursday: 10:30 p.m.
   b. Friday: 12:00 midnight
   c. Saturday: 1:00 a.m.
   d. Sunday: 11:00 p.m.
2. Enforcement
   a. Self recording for lateness under 10 minutes
   b. Self reporting for lateness over 10 minutes

2. With late permission
   a. Signing out: on housebook and green sheet

      1. It is a Student Government offense to sign out for a late for another student
      2. Lates will not be given over the phone
      3. Lates are not to be signed out for after the closing hour
      4. Lates may not be taken in conjunction with an overnight absence

   b. Signing in: on green sheet in the Refectory
      1. Students must be signed in and dates out of dormitories by 12:00 midnight
      2. Loss of the late privilege will result if there is flagrant lateness or if the dates are not out of the dormitories by 12:00 midnight.

   c. General information concerning lates
      1. Quotas for lates
         a. Seniors: unlimited
         b. Juniors: 12 per semester
         c. Sophomores: 10 per semester
         d. Freshmen: 3 per semester
      2. Extended hours
         a. Monday-Thursday: 12 midnight
         b. Sunday: 12 midnight
         c. No late permission given on Friday and Saturday

3. Places lates may be taken on campus
   a. Parlors: Reid, Grammer, Dew (main parlor and E. B. Room), Randolph (small parlor), and Gray (must leave by 11 p. m.)
   b. Date House
   c. Boathouse and outdoor fireplace (registered party of not less than 4 people).
   d. Outdoors within the dormitory quadrangle; also on the road in front of the Gym.

3. Freshmen, only by special permission, may date during the week.

B. Overnight Absences

1. Signing out: pink slips (each student must fill in her own slip)
   a. All non-seniors must have permission of the Dean of Students
   b. All changes of address must be reported to the resident counselor on duty. This is for your protection in case of an emergency.

2. Signing in: pink slips in the Refectory (each student must sign in for herself)

   Students must sign in by:

   a. Monday-Thursday: 10:30 p.m.
   b. Friday-Sunday: 11:00 p.m.

3. General information concerning overnight absences
   a. Overnight absences must be planned in accordance with parental permissions on file in the Office of the Dean of Students and will be subject to the approval of the dean's staff. Students are responsible for all academic work missed by class absences.
   b. A Freshman may take overnight absences as follows*:
      1. None through the first four weeks of classes.
      2. On either the fourth or the fifth week-end of classes, she may be absent from the campus one of the Saturday nights.
      3. On the sixth week-end and afterwards, she may be absent from the campus on Saturday nights at her discre-

*A new ruling, on a trial basis, for 1961-62.

tion. She may have, in addition, an allotment of three non-Saturday nights for overnight leaves in the first semester and six in the second semester.

4. Not more than two consecutive nights of absence from the college are permitted, unless a freshman has a credit ratio of 1.5 or above in the work of the first semester, in which case she may be away for three nights consecutively, and that not more than once in the second semester. (An extra night may be included in a two-night trip if no class cutting is involved with the addition of the third night.)

c. Other classmen may take overnight absences at their discretion with the exception that sophomores may not be away more than four nights consecutively and that not more than once in a semester.*

d. Change in transportation should be reported
   1. to family, if student is at home.
   2. to hostess, if student is in Charlottesville or Lexington.
   3. to the resident counselor on duty, if neither of the above applies.

   NOTE: This recommendation is for your own safety and for the convenience of others.

e. Only in cases of emergency or a late invitation should overnight permission be requested at other than the following specified hours of the Dean of Students: Wednesday and Thursday: 2-4:30 p. m.

IV. Social Affairs off Campus

A student must remember that she, in her behavior off campus as well as on, is a representative of the Sweet Briar community. Standards of conduct established by law and social custom lie at the basis of the following regulations.

A. Students may not accept invitations to men's rooms or apartments in Charlottesville or Lexington or in the Amherst-Lynchburg area unless they are in a group of not less than 3 people.

B. Students may not visit or attend hotel or motel parties in the Lynchburg-Amherst area or in Charlottesville or Lexington unless

*A new ruling, on a trial basis, for 1961-62.

accompanied by her own or other student's parents. (Regulations A and B apply during Thanksgiving and Mid-year recesses also.)

C. Students must return to the place where they are staying in Lexington and Charlottesville not later than 2:00 a. m. and must leave their dates at this time.

D. On the following dance week ends, students must return to the place where they are staying not later than 3:00 a. m. on Friday and Saturday nights and must leave their dates at this time:

Openings
Homecomings
Mid-Winters
Easters
} of the University of Virginia

Openings
Homecomings
Fancy Dress
Spring Dances
} of Washington and Lee University

E. For safety's sake and out of courtesy students are asked to report to their hostess as soon as possible, preferably by going to the house or by telephoning if the former method is not feasible. The hour of 8:00 p. m. is the deadline for such reporting.

F. Students may not go out in the morning before 7:00 a. m.

V. Motoring Regulations

STUDENTS ARE REMINDED AT ALL TIMES TO ALLOW AMPLE TIME FOR RETURNING TO COLLEGE, ESPECIALLY IN BAD WEATHER.

A. Students may not drive from Sweet Briar to Charlottesville or Lexington after 7:00 p. m.

B. When returning to Sweet Briar:

1. Students are to leave the Charlottesville city limits not later than 1½ hours before the closing hour.
2. Students are to leave the Lexington city limits not later than 1¼ hours before the closing hour.
3. If a late permission is taken in conjunction with a day trip to Charlottesville or Lexington:

a. Students are to leave the Charlottesville city limits 1½ hours before the termination of the late permission.
b. Students are to leave the Lexington city limits 1¼ hours before the termination of the late permission.

C. Taxis:

For hired transportation beyond Amherst and Lynchburg, students are advised to consult with the Dean of Students before hiring a car from any taxi agency other than the regular college taxi service.

D. Temporary use of cars

1. Students may have custody of another person's automobile only for a designated trip beyond the Amherst-Lynchburg area.
2. There must be at least one other passenger with a student driver, and she may drive only between 7:00 a. m. and the dark hour as posted on Gray bulletin board.
3. Students may not ask to borrow an automobile owned by a faculty or staff member. They may drive such a car only when asked to do so for the convenience of the owner.

E. Information regarding motoring

1. Seniors may have their own cars on campus throughout the year subject to regulations distributed to the members of the Senior class. (Granted for 1961-62, subject to review in the spring before extending it another year.) Under no other circumstances may a student maintain an automobile while enrolled at Sweet Briar without the special permission of the Dean of Students. This rule prohibits equally the maintenance of automobiles owned by students and those owned by other persons but placed in the custody of students.
2. Permission for temporary use of a car must be obtained from the Dean of Students and the car must be registered in her office. (If a student is in Charlottesville or Lexington and wants permission to bring a car to Sweet Briar, she should call the Resident Counselor on Duty and register the car in the Office of the Dean of Students when the office is open.)
3. While on campus the car is to be parked at the Date House parking lot.
4. It is understood that:
   a. in order to operate an automobile, the student must be a licensed driver.

b. these regulations do *not* authorize a student to hire an automobile to operate herself.

c. due precaution will be given to the number of passengers in the automobile and to the observance of all traffic regulations.

5. A student may motor within a 100 mile radius of the college. After dark she is to use the main highways. Exception, Picnics: after the dark hour, students may be off the main highways for the purpose of picnics in groups of not smaller than four.

6. By request of the Commonwealth of Virginia: "Amherst Wayside, Route 60, East of Amherst, is closed to the public at 10:00 p. m. Trespassers will be prosecuted. The same is true of Sweet Briar Station which closes at 5:00 p. m."

7. The Lynchburg-Amherst area is the area which extends 15 miles north, south, east, or west of Lynchburg, Amherst, and Sweet Briar.

GENERAL INFORMATION

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GENERAL COLLEGE RULES AND INFORMATION

I. General Permission Blank

A. Students must have parental permission for the following:

1. To motor with men off campus.
2. To motor with men between Charlottesville, Va., and Sweet Briar or Lexington, Va., and Sweet Briar, distances of approximately fifty miles over mountainous roads, between 8:00 p. m. and midnight.
3. To motor off campus in an automobile operated by another Sweet Briar student.
4. To operate an automobile owned by another, with or without the owner present.
   a. For general use
   b. In cases of emergency
5. To motor to distant points when on week-end absences or when leaving campus for a college vacation.
6. To use commercial airlines.
7. To visit men's colleges.
8. To stay overnight at a rooming house.
9. To stay at a hotel without a chaperon.

B. These permissions will be required for each separate occasion unless a general permission is filed in the office of the Dean of Students covering, for an individual student, the situations mentioned above.

II. Required Meetings

The presiding officer has the right to call roll at any time. A set penalty will be imposed by the Judicial Board for any unexcused absence. Students are expected to attend:

a. Convocations
b. Student Government Meetings
c. House Meetings
d. Class Meetings

If a student is unable to attend a Convocation, she must see the Dean. If unable to attend a Student Government Meeting or a House Meeting, she must notify her House President before the meeting. If unable to attend a Class Meeting, she must notify her Class President.

III. House Regulations

A. *Quiet*

1. STUDENTS SHOULD BE REASONABLY QUIET AT ALL TIMES IN THE DORMITORIES OUT OF CONSIDERATION FOR OTHERS. PARTICULAR EMPHASIS SHALL BE GIVEN TO MAINTAINING QUIET

   a. in the dormitories on weekdays and Sundays from 7:30 p.m. to 7:15 a.m.; on Saturdays from closing hour to 10:00 a.m. Sunday. During class hours there shall be quiet in the dormitories in order that students may be able to study in their rooms.

   b. within hearing distance of Manson Hall during chapel services and all performances given in Manson Hall.

2. Any student, as a member of the Association, shall have the right and shall be under obligation to protest against an unwarranted disturbance in the dormitories. In case of persistent disregard of the rights and comfort of others, she shall be expected to give the student or students creating disturbance a noise warning (s) in accordance with the system established in her dormitory.

B. *Visiting the dormitories.*

1. Overnight on Campus:

   If staying overnight in any place on campus other than her own room (including the infirmary), a student must sign out in the Housebook giving full information.

2. Outside Visitors in the Dormitories.

   Every overnight guest in the dormitories must be registered by her hostess with the Resident Counselor of the dormitory prior to the arrival of the guest.

   a. No guests may stay in the dormitories more than two consecutive nights.

   b. All guests must abide by the dormitory and campus regulations, as administered by the Student Government Association. It will be the responsibility of the student hostess to advise her guest of these regulations.

3. If a student wishes to take her father or her brother to her room, she should see that other girls on the hall are notified.

DORMITORIES: The Supervisor of Hall of Residence is Mrs. Martha Richardson of 103 Gray Hall.

Animals: Animals may not be brought into the dormitories by students nor kept there as pets. There is a fine of five dollars for anyone not abiding by this.

Attics: Students are not permitted to go to the attics. If a suitcase or hatbox from the attic is desired, the request must be left in writing, *before noon* of the day the luggage is needed. The request may be left with the maid on the floor or with the janitor of the building.

Bed Making: Students are asked to make their beds by 10 a.m. daily.

Decorating Rooms—Regulations:

1. No nails or thumb tacks are to be driven into the woodwork, walls or furniture. No scotch tape or other tape is to be used on walls, furniture, or other painted surfaces.
2. Pictures, mirrors, wall shelves, pin-up boards, or pennants must be hung from the molding with the use of picture hooks and wire, which material will be furnished by the college. The college carpenter will hang these for students when he meets his schedule in the dormitories.
3. Curtain rods and towel racks are college property and are supplied as permanent fixtures of your room. Necessary adjustments will be made by the carpenters if requested.
4. Pin-up lamps will not be permitted. The one and only exception: by double decker beds provided such lamps are put up by the college carpenter.
5. ANY VIOLATION OF THE ABOVE DECORATING RULES OR ANY DAMAGE, BEYOND NORMAL WEAR AND TEAR, WILL BE SUBJECT TO A MINIMUM FINE OF FIVE DOLLARS OR MORE IF THE COST OF REPAIR EXCEEDS THIS AMOUNT.

Electrical Appliances: No electrical appliances except radios, hair dryers, and heating pads, may be used in student rooms. Hot plates, percolators, popcorn poppers, irons, or other such appliances must be used in the kitchenettes, laundries, or in the halls where a special outlet is provided. The use of these appliances in a student room is a violation and subject to confiscation and/or a minimum fine of $5.00. Each room may have a total of three hundred watts.

Food Storage: Food not stored in kitchenette-refrigerators should be kept in tin boxes or in screw-top jars. The dormitories are under Pest Control and this requirement is the advice of the company servicing the college buildings.

Furniture: Students' rooms are furnished with beds, chiffoniers, desks, bookcases, chairs, and a pillow. No furniture shall be moved from room to room without special permission from Mrs. Richardson. Each student should provide herself with her own towels, sheets, pillow-cases, blankets, and mattress pad. Couch covers, curtains, desk lamps, easy chairs, etc., are usually obtained from the Lynchburg stores.

No girls may put E-Z-Do's or other cabinets in the dormitory corridors except by special permission from Mrs. Richardson.

Mattress Pad: A mattress pad will be required of every student; the pad is to be used from the beginning of the year. A fine of five dollars will be imposed for any offender or the cost of recovering the mattress if stained.

Rugs: Rugs may not exceed scatter size (6′x8′) in student rooms.

Summer Storage—Regulations:

THE COLLEGE ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF ARTICLES LEFT IN STUDENT ROOMS OR FOR STORAGE MOVING.

Property without shipping instructions attached left for one year in a college house by a student after her final departure from college, either through withdrawal or graduation, will be disposed of by the College. *As college storage space is very limited, there will be a charge made for articles left longer than 3 months after the departure of the student.*

Take home as many possessions as possible—college space is limited—and dispose of all unwanted possessions before the final rush.

1. Oversized Furniture and Rugs: As it is difficult for the College to store or handle cumbersome furniture, you are asked to take or send home in June any heavy and large pieces, chaise-lounge, bulky chair, couch. Any rug larger than 6′x8′ must go.
2. Summer Storage: Each student will be expected to attach a tag to every article she wishes to have stored. She must take all articles she can to the designated room for storage on the same floor of the building, if possible, or to the building in

which she will live during the next year. *Please do not ask the maids to do this for you.*

3. Trunks: Trunks and furniture too heavy to be moved by the students will be handled by the janitors—*if properly tagged.*
4. Boxes: Uniform size storage boxes will be used by students for packing. These boxes will be available by request at the Service Room of the Information Office, and the charge will be 50¢ each. String may be purchased at the Book Shop.
5. Packing: Each article must be securely packed with no loose attachments. All items such as pillows, bed and table lamps, linens, and books must be packed in a box, tied securely, and tagged as directed above. In all cases the stub should be kept by the student as a receipt and for identification in claiming her storage in the fall. The tags may be obtained from the Information Office without charge.

   Chair cushions must be firmly tied to the chair. No other articles may be packed in a chair.

   Cartons will not be accepted for moving unless they are *securely* tied. The College will not be responsible for articles left to be expressed home that are not packed and addressed according to Railway Express regulations.
6. Rugs and Blankets: As the College has no moth-proof storerooms, you are advised to send rugs and blankets home or to a laundry or dry cleaner for cleaning and storage.
7. Unmarked Articles: ALL UNMARKED STORAGE WILL BE TAKEN TO THE STORAGE BUILDING WHERE IT MAY BE REDEEMED ONLY BETWEEN THE HOURS OF 3 AND 4:30 P. M. THE FIRST WEEK OF COLLEGE. A $5 FEE WILL BE CHARGED FOR EACH UNMARKED ARTICLE.
8. Sending Student Property During Summer Vacation: If requests to send belongings to students are received after the close of the College in June, we will prepare for shipment and send to the owner, *express collect,* during the months of June and September *only. Under no circumstances will packages be sent during the months of July and August.*

IT IS HOPED YOU WILL CLEAR YOUR ROOMS OF RUBBISH AND LEAVE THEM IN ORDER AS YOU FOUND THEM ON YOUR ARRIVAL IN SEPTEMBER.

Trunk Storage: Trunks will not be stored in the dormitories except for some that will be stored in Dew Dormitory. STUDENTS ARE ASKED NOT TO LEAVE ANYTHING IN THEIR TRUNKS THAT MAY BE NEEDED DURING THE YEAR FOR NO STUDENT WILL HAVE ACCESS TO HER TRUNK AFTER IT HAS BEEN STORED.

IV. Other General Regulations and Information

1. Campus Regulations

A. For safety reasons students and their guests are asked not to walk after dark in unlighted areas of the campus or on the main campus road from the highway, with the exception that one couple may walk on the main highway to the Briar Patch Inn.

B. *Campus Limits.*

Campus limits are defined as: the college gate on the highway, the monument, the college boundary on Elijah's Road, the road to the monument above the dairy, the lake, and the A. A. Cabin via the direct route.

See map of campus, inside back cover.

1. Students may not walk alone outside of campus limits except to the railroad station, and that only during the daylight hours.
2. All students may use the outing cabin, but only in accordance with the rules of the Athletic Association. (See page 79.)
3. After dark groups of four or more may use the boathouse in a registered party, the outdoor fireplace at the lake and the picnic grounds, returning to campus by the closing hour or the termination of a late permission.

C. *Bicycles*

1. All bicycles must be registered in the Office of the Dean of Students.
2. Parking:
   a. At no time should a bicycle be parked on any portion of the campus roads or walkways.
   b. Students will be expected to park their bicycles in racks provided in designated areas.

2. Dress Regulations

IT IS EXPECTED THAT EACH STUDENT WILL MAINTAIN A NEAT AND FITTING APPEARANCE BOTH ON AND OFF THE CAMPUS.

A. Skirts *must* be worn:
   1. To all academic appointments and in Fletcher and Academic during class and office hours.
   2. To all meals
      (Exception: Riding clothes are allowed at academic appointments and at breakfast and lunch.)
   3. In the Emily Bowen Room.
   4. In the Browsing Room.
   5. In all parlors.
   6. In the Briar Patch Inn and in Amherst.

B. Bermuda-length shorts, slacks and kilts may be worn to Sunday breakfast in Reid and on campus except during the times and in the places cited in A.

C. Heels and stockings *must be* worn
   1. To all lectures, concerts and plays.
   2. to the Sunday noon meal.
   3. In Lynchburg.
   4. In restaurants in the Lynchburg area.
   5. To Buck's on Friday and Saturday nights.

D. If hair is rolled up, pincurls and rollers must be completely covered by a scarf. Scarves are not allowed at academic appointments or at meals.

E. A college is judged by the appearance and conduct of its students wherever they may be. When using public transportation students should be particularly aware of this.

3. Extracurricular Activities

A. An activity will be defined as any organized function which will consume time and energy outside a student's academic pursuits and preparation. All activities shall be supervised by the Vice-President of the Student Government Association, who shall consult regularly with the Dean's Staff and the College Physician.

B. Extracurricular activities shall be checked after the first six weeks of each semester and after mid-year examinations. Each student carrying several extracurricular activities who receives a warning or is otherwise deficient in her work shall be advised or compelled to limit her activities as the Chairman and the Dean's staff and College Physician see fit.

C. Students shall list their activities at the beginning of each term—the first being from the opening of college in the fall to the beginning of Christmas vacation, the second being from Christmas vacation to spring vacation, the third being from spring vacation until the close of college.

D. No member of the Executive Council, the Judicial Board, president or treasurer of any organization, or member of the YWCA Cabinet may hold any other office. No member of the Executive Council or the Judicial Board may serve on Orientation.

E. The above regulations assume that a student has her class standing, a credit ratio of 1 or better for the preceding semester and that the maximum number of hours she is carrying is sixteen (16).

F. No student may engage in more than three (3) self-help activities.

G. For any variation from D,E,F special permission must be obtained from the Vice-President of the Student Government Association, from the Dean's Staff, and the College Physician.

H. Nominations for officers and names of candidates for membership in all clubs and organizations must be submitted to the Vice-President of the Student Government Association, the Dean's Staff, and the College Physician for approval before the election takes place.

I. A student must fulfill the following requirements to be eligible to hold office:

1. A student who is deficient in her academic work or who is not in good health is ineligible for office in the Association. Deficiency in academic work shall be defined as failure to maintain a credit ratio of 1, as defined by the Dean's staff. Health qualifications shall be determined by the College Physician.
2. To be eligible for the following offices, a student must have a credit ratio of 1.0 for the preceding years, and a credit ratio of 1.5 with no F for the preceding semester: President, Vice-President, Secretary and Treasurer of the Student Government Association; Chairman and Secretary of the Judicial Board; editors of the *Briar Patch, Brambler* and *Sweet Briar News;*

all house presidents, Chairman of the Social Committee; Chairman of Orientation; President of the Y. W. C. A.; President of the Junior Class. Other members of the Student Executive Board or of the Judicial Board must have a credit ratio of 1.0 for the preceding years and a credit ratio of 1.2 for the semester preceding her election. The President of the Freshman Class, and the two (2) Freshman members of the Judiciary Board may not be elected until the six weeks' grades have been reported, and no student warned in any subject is eligible.

4. Student Activities Fund

Financial Management of Student Organizations

Section 1. To cover annual dues of the various student organizations of the college, and to support various other student enterprises, a Student Activities Fund has been created. By vote of the student body this fee of $40 is to be paid by every student in the college. Checks should be made payable to the Student Activities Fund and deposited with the Treasurer of the Student Government Association by October 5.

Section 2. All organizations handling amounts of money shall maintain organization accounts in one of the local banks.

Section 3. Organization accounts shall be kept in books approved by the Finance Committee.

Section 4. Accounts of all organizations receiving money from the Student Activities Fund and those which handle considerable amounts of money shall be audited at least three times a year by the Assistant Treasurer of the College, at the scheduled time agreed upon by the Treasurer of Student Government and the Assistant Treasurer of the College. These organizations shall file with the Assistant Treasurer of the College an annual report of the financial transactions at the end of the fiscal year, April 30.

5. Hazing Regulations

A. Hazing of any kind is expressly forbidden.

B. No fancy dress nor initiation costumes may be worn to the library or to any academic appointment.

6. Secret Organizations

All secret organizations are forbidden by order of the Board of Overseers of the College.

7. Academic Rulings*

I. Registration

1. All students complete their registration at the opening of the academic year by the time designated in the schedule for the opening week.

Registration at the opening of the year consists of (1) signing a return card upon arrival; (2) paying the college fees; (3) enrolling for classes.

2. All students are expected to be present at the Convocation at the opening of the academic year. Rooms will not be held for students beyond the hour set for Convocation, unless satisfactory excuse has been presented to the Dean by letter or telegram before that time.

3. Registration for courses is scheduled in the spring of each year. During the opening week in September, all new students complete registration for courses, and opportunity is then given returning students to revise their schedules. *Enrollment in all courses is closed at the end of the scheduled time of registration.* If a student desires to change her program after this time she must obtain written permission from her Faculty Adviser, the Instructor, and the Dean or Assistant Dean on the request form provided for this purpose, and present it to the Recorder. Enrollment is completed when the student presents to the instructor a card signed by the Recorder. A student may not enter a course until she has completed registration. Every revision must be completed within the first two weeks of classes. The Dean has the power to modify the operation of this rule when the case of any student is, in her opinion, exceptional.

4. To drop a course a student must present to the Recorder permission signed by her faculty adviser, the instructor, and the Dean. The student remains a member of the class until the instructor receives from her a withdrawal card signed by the Recorder.

5. No student will be permitted to drop any course later than four weeks from the beginning of classes, except that for first-semester Freshmen the final date shall be eight weeks.

6. a) A student may register for a course with stated prerequisites only if she has met the requirements indicated. Prerequisites may be waived in the case of individual students with the consent of the Dean and the approval of the head of the department and the instructor concerned. This authority is delegated by the Executive Committee.

c) Permission to audit a course must be obtained from the instructor

* NOTE: Other faculty rulings will be found in the catalog of the college or in the Handbook of Faculty Rulings. The numbers in this handbook follow the numbers in the Handbook of Faculty Rulings.

and approved by the Adviser and the Dean (on a request blank provided by the Dean's Office).

7. A student must obtain special permission from her faculty adviser and the Dean, and the approval of the College Physician, in order to carry more than sixteen hours of academic work, more than six different courses, or an extracurricular course. The schedule of academic work must include courses being audited.

8. A student may not carry less than twelve credit hours of academic work unless she is taking non-credit courses in music or art, in which case she must carry at least nine credit hours. The Dean is empowered by the Executive Committee to grant exceptions to this ruling, with the approval of the adviser and if the reason is one of health, with the recommendation of the College Physician.

II. Graduation Requirements and Class Standing

1. In order to be eligible for a Sweet Briar degree, a student must have had a minimum residence of two academic years, one of which must be the final year.

2. To be eligible for graduation a student must complete a minimum of 120 semester hours of credit in addition to the physical education requirement.

3. Every student must have for graduation a minimum of 120 quality points and a credit ratio of at least 1 for her entire course. Quality points and the credit ratio are computed as follows: each semester hour graded A counts 3 quality points; B, 2; C+, 1.5; C, 1; D, 0; F,-1. The credit ratio is the ratio of the total number of quality points to the total number of hours taken. These hours include courses which are reported incomplete, conditioned and failed. Hours of physical education are not included in computing the credit ratio. A credit ratio of 1 is equivalent to a C average.

4. Credit accepted on transfer or for summer school work does not affect the credit ratio at Sweet Briar.

5. A student transferring from another college or offering summer school work for credit is required to make for graduation a credit ratio of 1 upon the work pursued at Sweet Briar.

6. (a) Every student is required to have for graduation a major rating of at least 1. The major rating is defined as the credit ratio for all courses taken in the major subjects (not allied courses) exclusive of courses not allowed to count for the major.

The major rating in an interdepartmental major is defined as a credit ratio of at least 1 on the thirty-six hours presented by the individual student to fulfill the major requirement, exclusive of courses which may be also allowed to count for other degree requirements.

A student reading for honors must also have a major rating of at least 1 in order to graduate.

(b) Each student must pass a comprehensive examination as part of her major requirement. This examination is to be taken in the final semester of work for the degree. There are three possible ratings—pass, fail and distinction, and these are not computed in the major rating. All grades for comprehensive examinations shall be sent to the Recorder's office, which shall notify the student whether she has passed or failed the examination.

7. A student shall be reported by the Dean to the Executive Committee at the end of the first semester of her senior year if her graduation seems doubtful.

8. For senior standing a student must have passed 88 semester hours of work, with 88 quality points and a cumulative credit ratio of 1, and must have met the requirements in Health Education, Physical Education, and in a foreign language.

9. For junior standing the requirements are: in the first semester 55 semester hours and 55 quality points; in the second semester 72 semester hours and 72 quality points.

10. For sophomore standing the requirements are: in the first semester 28 semester hours and 28 quality points; in the second semester 42 semester hours and 42 quality points.

11. A student who is notably weak in her work will be put on probation, and if her work does not improve may be requested to withdraw from college. Every student on probation will be notified by the Dean, and reported to the faculty.

12. (a) A freshman whose work is wholly unsatisfactory in the first semester, or who has not achieved satisfactory work by the end of the year, will be ineligible to return to college.

(b) In all other cases any student who has not achieved satisfactory work after two consecutive semesters of probation, or after any three semesters of probation, will be ineligible to return to college. The Committee on Student Eligibility is impowered to modify the operation of this ruling in exceptional cases.

13. (a) A student who after eight semesters of work fails to meet the credit ratio or the major rating required for graduation, or who in the final year of this time has failed a course, may be permitted to return to college for one semester in the year following. She is expected to carry a normal schedule of work and must have a credit ratio of 1 for her entire course, and a major rating of 1 in order to obtain her degree.

(b) If a student fails the comprehensive examination in her major, she is eligible for only one re-examination, which may not be taken until the following September. She must pass the comprehensive examination within the academic year after first taking it, in order to obtain her degree.

14. The student is herself responsible for fulfilling the requirements for graduation.

III. Advanced Standing and Summer Work

1. Application for advanced credit at Sweet Briar, on the basis of work pursued elsewhere, must be made to the Dean, as chairman of the Committee on Advanced Standing, and on the recommendation of the Committee, may be granted by the faculty.

2. Students wishing credit at Sweet Briar for summer school work should receive in advance, on cards provided by the Dean, written approval of the head of the department concerned and of the Dean. Only in exceptional cases will credit be otherwise granted.

3. No transfer credit will be granted for work in which a grade below C has been obtained, whether taken in summer school or offered for advanced standing from another institution.

IV. Examinations and Grades

1. All tests and examinations are given under the Honor Code. The student's signature to any written work is regarded as a guarantee of honest work.

2. (a) General examinations are held twice a year. One or two days before each examination period are reserved for independent study and review. No assignments may be made for those days or for the free days within the examination period, with the following exceptions: (1) a student may make up work with faculty assistance at the student's request; (2) the ruling does not apply to examinations under the Honors Plan of Study.

(b) Senior Comprehensive Examinations are held in regular class rooms from 1:30 to 4:30 p. m. on two successive afternoons in May, the dates to be determined each year. Departments which give examinations of more than four hours and prefer to have them in one day, may extend the examination into the evening.

3. Any change in the scheduled hour of an examination must be made through the office of the Recorder.

4. Examinations must be terminated promptly at the end of the designated time.

5. An examination is given in each course at the end of each semester unless the department concerned decides upon some other means of testing. Substitution of a special piece of work for a final examination must be reported to the Dean and the Recorder before the posting of the examination schedule. A copy of each course examination both mid-year and final, shall be filed in the Recorder's office for the information of the faculty.

6. (a) In courses which are indicated in the catalog by semester numbers which are connected with a hyphen, grades are recorded in the Recorder's Office both at mid-year and at the close of the year, but the latter represents the permanent grade for the course, unless a grade of F was given at mid-year. In that case the department concerned will judge whether the work of the first semester must be repeated and whether, if a passing grade is received during the second semester, that grade may be given to cover the entire year. If a student receives a grade of F at the end of the year, after having passed the work of the first semester, in reporting the grade the instructor should indicate whether both semesters or only the second semester must be repeated before a final grade may be given in the course.

(b) In courses which have the semester numbers separated by a comma, the grade shall be recorded by semesters or for the year in accordance with the desire of the department concerned. If the grade is to be recorded for the year, the conditions of section (a) are to be observed.

7. In courses extending throughout the year which are numbered above 100, the final examination may, at the option of the instructor, be a three-hour examination, in order to include questions bearing upon the work of the first semester in its relation to the work of the second semester.

12. If a student is unable to take an examination or an hour test at the scheduled time because of illness, she shall report im-

mediately to the Infirmary. The College Physician, in consultation with the instructor concerned, shall determine the time and place for a deferred examintaion or test. If a student is absent from a course examination for other reasons she must forfeit the credit for the course unless she presents for such absence an explanation satisfactory to the instructor and the Dean. An absence from an hour test without an excuse satisfactory to the instructor and the Dean will result in an F for the test.

14. Grades are to be assigned with the following meaning: *A* indicates excellent work; *B*, very good; *C*+, good; *C*, fair; *D*, poor but passing; *F*, a failure. Grades above *D* are called credit grades.

"Condition" indicates that in the judgment of the instructor, a student should be given an opportunity to present further evidence of her proficiency before receiving a final grade for a course because (a) after doing satisfactory work she has failed a final long paper or examination; or (b) her work, while not clearly indicating failure, is not of passing quality, yet a repetition of the course is not educationally desirable.

"Incomplete" indicates that a substantial piece of required work in a course has not been completed because of circumstances which merit an extension of time.

15. (a) "Failure" in a required course shall be removed by repeating the course in class within a year from the time incurred. Whenever a student fails to meet this requirement her case will be referred by the Dean to the Executive Committee.

(b) "Condition" incurred at the end of the first semester shall be removed before the Spring Vacation—unless a later date is designated by the instructor with the approval of the Dean and reported to the Recorder.

"Condition" incurred at the end of the second semester shall be removed within two weeks of the beginning of the following semester—unless a later date is designated by the instructor with the approval of the Dean and reported to the Recorder.

(c) "Incomplete" shall be removed within two weeks of the beginning of the following semester—unless a later date is designated by the instructor with the approval of the Dean and reported to the Recorder.

16. (a) If a student fails an elective course, she may either repeat the course or substitute for it some other course. She is to be guided

in her decision by the recommendation of the instructor, the counsel of her adviser and the approval of the Dean.

(b) A failure in a required course must be removed by repeating the course in class. This may be done at Sweet Briar or at another institution, subject to the approval of the Dean and the head of the department concerned.

If a student has twice failed a required course, the question as to whether she shall be permitted to remain in college shall be presented to the Committee on Student Eligibility.

(c) A failure in a course in physical education must be made up by repeating the course at Sweet Briar, unless the Department of Health and Physical Education prescribes some other method.

17. "Condition" may be removed (a) by passing a re-examination, or (b) by completing such work as will reveal the student's knowledge of the course, or (c) by repeating the course, if the student elects to do so. If the condition is to be removed by method (a) or (b) the instructor, in consultation with the Dean, shall determine:

(1) the method by which the conditioned grade shall be removed

(2) the date of the re-examination if method (a) is advised, or

(3) the work required, and the date of completion, if method (b) is followed.

When the student meets the requirement, the definitive grade shall be recorded. When the student fails to meet the requirement within the specified time, the grade of *F* shall be recorded.

When a student receives a "condition" on the first semester's work of a course which continues throughout the year, the department concerned determines whether the student shall have an opportunity to remove the "condition" within the specified period, or whether the student's grade at the end of the second semester shall be the final grade for the year-course, without special re-examination or completion of additional work on the work of the first semester.

A student who is ineligible to return to Sweet Briar and who has a "condition" shall be given an opportunity to remove the "condition" only by examination. She shall take the examination at the time indicated by the Faculty Rulings and her instructor, and shall take it here at this college.

"Incomplete" may be removed by completing the incomplete work

of the course. When the student meets this requirement, the definitive grade shall be recorded. When the student fails to meet this requirement, within the specified time, the grade of *F* shall be recorded.

18. A student who receives notice of *failure, condition,* or *incomplete* should communicate promptly with the instructor concerned. In the case of a condition, if the student chooses to remove it by repeating the course, she should at that time notify the instructor of her decision.

19. Students who have met the degree requirement in a foreign language by passing an achievement examination shall be reported to the Recorder by the department concerned.

20. All examinations on summer reading must be given within two weeks of the opening of college in September.

V. Absences from Academic Appointments

2. If an instructor fails to meet his class without previous notice, the students shall remain in the classroom for ten minutes after the second bell has rung.

3. (a) A student is expected to attend her classes regularly and to keep her other academic appointments. Responsibility for attendance rests with the student.

(b) By the fifteenth of each month of the college year, a report shall be made to the Dean's Office of all students who in the judgment of the instructor have been absent from class to the detriment of their work.

4. If at any time a student's work is unsatisfactory, the instructor may notify her faculty adviser.

5. All work missed shall be made up promptly, and in advance of the absence if it can be anticipated. Students must take full responsibility for making up work without the assistance of the instructor when the absence is an unexcused one. Students may, with the permission of the instructor, change from section to section in order to make up work. They may not do so in order to remove records of absence, nor to leave college early before a vacation or recess, or to return late therefrom.

6. Students must attend all scheduled classes and meet all academic appoinments which fall on the two days preceding and the two days following a vacation or recess. An unexcused absence on these days

will be regarded as a serious breach of the academic regulations. For any absence not excused in advance, a student must present an explanation in writing to the dean within two days of her return to college. If she fails to do so, or if the explanation is unsatisfactory, an appropriate penalty shall be imposed by the Dean.

The return to campus after vacations and recesses is subject to the following regulations:

(a) A student may not schedule an arrival by train, bus, car, or plane between closing hour and 6:00 a. m.

(b) All excuses for absence from college after a vacation must be presented to the Dean by letter or telegram before the hour set for return to college. A late return will be excused only if a physician advises it or if due to some serious family condition. In case of illness, the student must present a physician's certificate and report to the college physician immediately on her return. In the second case she must present a letter of full explanation from her parent or guardian.

7. A student who is absent more than four weeks may re-enter classes only with the permission of the Dean, and only in exceptional cases will be permitted to carry a full schedule of courses.

VIII. Faculty Advisers

1. Every new student is assigned to a member of the faculty who is to act as her special adviser in regard both to curricular and extracurricular activities.

2. Second year students usually continue under the direction of their first year adviser, but, after consultation with the Dean, may select another adviser whenever desirable.

3. After a student has chosen her major field in the spring of the sophomore year, her work will be directed by her major professor.

XI. Miscellaneous

5. A student in any department found to be deficient in English may be referred to the Department of English for special work in composition.

Dean's Staff

DEAN (6 Fletcher)—BY APPOINTMENT

1. Academic counselor for junior and senior classes.
2. Admission with advanced standing.
3. All summer school work.
4. Withdrawal from college, readmission after withdrawal.
5. Scholarships.
6. Loan fund.

ASSISTANT DEAN

Office Hours in Dean's Office, 6 Flecher: To be announced

Office Hours in Vocational Guidance Office, 4 Grammer: To be announced

1. Academic counselor for freshmen and sophomores.
2. Academic eligibility for extracurricular activities.
3. Adviser to foreign students.
4. In charge of College Calendar.

DEAN OF STUDENTS

Office Hours, Dew Dormitory:

Monday, Wednesday, Thursday, Friday and Saturday
9:00 a. m. to 12:15 p. m.

Monday, Wednesday, Thursday and Friday
2:00 p. m. to 4:30 p. m.

1. All matters pertaining to social affairs.
2. Self-employment.
3. Rooming arrangements.
4. All matters pertaining to extracurricular activities, except academic eligibility for such activities.

Hours for signing overnight permission slips; Dew Office:

Wednesday, Thursday ..... 2:00 p. m. to 4:30 p. m.

At no other times except for late invitations and in cases of emergency.

RESIDENT COUNSELORS

A member of the faculty or staff serves as Resident Counselor in each dormitory except Carson, where the Resident Counselor in Gray assumes duty, and in Reid where the Resident Counselor in Grammer assumes duty. The Resident Counselor represents the Dean of Students in the dormitory and stands ready to cooperate with the House President and other officials of the Student Government Association in the encouragement of congenial dormitory living. Early in the year she becomes personally acquainted with each girl in her dormitory and endeavors to help old and new students to become acquainted with each other. She is ready at all times to give counsel on any personal, social or academic problem about which a student wishes to consult her.

THERE WILL BE A RESIDENT COUNSELOR ON DUTY EACH NIGHT IN THE WEEK AND OVER THE WEEKENDS TO GRANT OVERNIGHT AND SPECIAL PERMISSIONS, HANDLE EMERGENCIES, TAKE TELEPHONE CALLS AND RECEIVE TELEGRAMS THAT WOULD OTHERWISE GO TO THE DEAN OF STUDENTS. When calling or wiring the college during week nights and over weekends, students should place calls or send telegrams to the *Resident-Counselor-on-Duty*. The telephone operator in the Information Office at Sweet Briar will know the name of the person who is serving as *Resident-Counselor-on-Duty*.

Besides the Resident Counselors, others who are especially prepared to help students are the Dean of Students and the Assistant Dean of Students, the Dean and the Assistant Dean, the College Physician and the Consulting Psychiatrist, the faculty advisers and the faculty sponsors of each class.

THE MARY HELEN COCHRAN LIBRARY

No attempt is made here to give you a detailed introduction to the use of the library. However, you should find the brief description of the book collection and the summary of the regulations and privileges helpful during your first weeks.

One of the chief functions of the library staff is to help students find library material. You should never leave the library without locating the book or piece of information for which you came. The library assistant whom you will find at the desk will help you search if you are having difficulties.

Library Hours

MONDAY — FRIDAY

8:00 a.m. — 12:30 p.m.
1:30 p.m. — 5:30 p.m.
7:30 p.m. — 10:00 p.m.

SATURDAY

8:00 a.m. — 12:30 p.m.
1:30 p.m. — 5:30 p.m.

SUNDAY

2:30 p.m. — 5:30 p.m.
7:30 p.m. — 10:00 p.m.

The Library is open on Saturday evenings before each examination period. Hours during vacations and holidays will be posted. The Study Gallery may be used for study until 1:00 a.m.

General Conduct

Quiet in the library must be maintained at all times.

The person who signs the book cards is responsible for the safe and prompt return of all books issued to her.

Stack books and New Shelf books may be borrowed for 14 days and may be renewed. Reserve books and some reference books may be borrowed for overnight use only. Browsing Room books, periodicals, and most reference books do not circulate.

A student taking books from any area without signing for them at the Desk will be considered to be disregarding library regulations and she will be liable to Student Government discipline.

Information in regard to fines for late returns and charges for lost books will be provided each new student during her library tour.

Failure to pay fines makes a student liable to having library privileges suspended. This means that a student may not use the library in any way whatsoever until the fine is paid.

Books and periodicals are college property. Care should be taken at all times to handle them with respect. Many of the works that you will be using are out-of-print and therefore difficult and expensive to replace. Never mark or underline a library book. Snow and rain are also injurious; be sure to protect library books in returning or taking them out during bad weather.

Personal belongings, books, notes, etc., must not be kept in the library. The cloakroom is reserved for this purpose.

Ink must not be used at the catalogue, or when using reference books, or in the Browsing Room. Ink bottles must be kept in the cloakroom.

After reading the above you will have a fair understanding of the use of the library. Do not fail to ask the library assistants for any help you may need.

Book Collection

The Mary Helen Cochran Library has in its collection approximately 99,000 volumes. The majority of these are shelved in the book stacks, but a certain number are shelved in other parts of the library.

THE BOOK STACKS. There are two floors of book stacks in the library. In the upper stacks, all books and periodicals with call numbers beginning with 800 (Literature) and 900 (History) are shelved. In the lower stacks are found the 000-700 books and periodicals with the exception of some minor collections.

READING ROOM. This is the main room and on its bookshelves are the Reference Books most frequently needed (dictionaries, encyclopedias, biographical dictionaries, indexing services, bibliographies, atlases, etc.). Reserve Books, that is, books designated by members of the faculty for required reading, are also shelved in the Reading Room. They may be taken out one-half hour before closing at night, and must be returned when the library opens next day.

BROWSING ROOM. This is an attractively furnished room which is reserved for recreational reading, not for studying. It contains 1,719 volumes, old titles and new. These books must be read in the room itself and do not circulate. They are arranged by broad subjects—fiction, poetry, essays, plays, travel, etc.

PERIODICAL ROOM. The currently received periodicals number approximately 582. A list of these is posted on the bulletin board. The back issues of these periodicals are bound and shelved separately in the stacks. Periodicals may not be borrowed, but must be read in the Periodical Room, or if bound, in the stacks. Daily newspapers are also kept in this room.

The Periodical Room is open during lunch and dinner as well as during the regular scheduled hours.

UPPER HALL. Books belonging to the Carry Nature Sanctuary (a collection of books about nature and wildlife), photography, riding, games and dance books are shelved here.

MUSIC COLLECTION. Approximately 2,394 volumes of books and periodicals in the field of Music are kept in the Music Library of the Fine Arts Center, together with scores and recordings.

ART COLLECTION. 3,263 volumes of books and 433 volumes of periodicals in the field of Art are housed in the Art Library of the Fine Arts Center.

RELIGIOUS LIFE AND SERVICES

Sweet Briar is non-denominational, but it endeavors to emphasize the importance of religion in human life and to cultivate spiritual living.

For the Sunday services in the Chapel, visiting ministers are invited from many states and various denominations. The eleven o'clock service on the first Sunday of each month is a communion service. There are early communion services on several Sundays as well as on Holy Days. The noon-day chapel services on Tuesday and Friday are conducted by faculty and staff members, outside speakers, or students, while the daily evening services during Lent are entirely the charge of the students. Churches in nearby Amherst and Lynchburg all welcome students to participate in their services and their activities.

Students have opportunity for informal discussion at meals with visiting ministers and also frequently for scheduled discussion groups and individual conferences.

Working in close cooperation with the Young Women's Christian Association in the religious activities of the campus community is the Church and Chapel Committee, composed of certain officers of Student Government and of the Y.W.C.A. who serve ex-officio, two elected representatives from each class, and a number of faculty members. This committee has general responsibility for the arrangement of college services and for the choice of the philanthropic work for which the church offerings shall be used.

THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF SWEET BRIAR COLLEGE

Executive Committee 1961-1962

President ..... Lee Kucewicz
Vice-President ..... Joanie Newhall
Secretary ..... Mary Green
Treasurer ..... Punch Harris

Purpose

The Sweet Briar Y.W.C.A. encourages all students of all faiths to join together in worship and service. They aim to fulfill the purpose of the National Y.W.C.A. "to unite in the desire to realize full and creative life through a growing knowledge of God, . . . to have a part in making this life possible for all people . . . and in this task to understand Jesus and follow him."

Membership

Any member of the Sweet Briar student body may be a member of the Y.W.C.A. New members will be inducted in the early fall. Although the purpose of this organization is ". . . to understand Jesus and follow Him," people of all faiths are welcome.

Cabinet

The Cabinet is composed of the Executive Committee; the Chairmen of special projects, publicity, and worship; two Freshman representatives; and an adviser. Cabinet meetings are held every other Wednesday afternoon; *all members of the Association are invited to attend.*

Special Projects

In order to provide varied opportunities for service to others, the Sweet Briar Y.W.C.A. has a number of special projects. A member

is encouraged to work on at least one project, but she may participate in as many as she has time for. The projects and their chairmen are:

Annual Religious Conference.....FRAN EARLY

Chatham Old Folks Home.....HELEN DUNN

Christmas Party for employees' children.....JOSEPHINE ENGLAND

Four-College Discussion Group.....POLLY WIRTZMAN

Lynchburg Training School and Hospital.....AIMÉE GIBSON

Phyllis Wheatley Y.W.C.A......BARBY YOCUM

Worship

The Y sponsors weekly dorm devotionals and Sunday evening Vesper Services. Students are encouraged to conduct these services. The head of worship is Lisa Wood.

Other Features

During the year there will be at least four program meetings. Topics of current interest will be discussed by guest speakers or panels and there will be an opportunity for asking questions.

All programs are designed to give every student at Sweet Briar an opportunity to participate in the work of the Y.W.C.A. and to join with the faculty, and other members of the community in discussion, debate and action on matters of vital concern to us as responsible individuals.

The Y.W.C.A. office is located on the ground floor of Dew dormitory. It has a growing library of devotional materials and books on religious topics which may be borrowed by members for study or reference.

Nerissa vom Baur, publicity chairman, will inform members of Y.W.C.A. conferences in the area and those who attend these meetings will report to the group on their experiences.

OFFICERS OF THE ATHLETIC ASSOCIATION

President ..... Mary Jane Schroder
Secretary ..... Alice Warner
Treasurer ..... Meg Mackenzie

HEADS OF SPORTS

Basketball ..... Diane Hatch
Cabin ..... Sally Hitt
Dance .....
Games ..... Puss Prichard
Hockey ..... Rachael Read
Lacrosse ..... Nancy Lord
Lake ..... Kim Patmore
Riding ..... Nancy McDowell
Softball ..... Nancy Dixon
Tennis ..... Susan Alexander
Winter Sports ..... Kim Patmore

THE ATHLETIC ASSOCIATION

The great range and beauty of the Sweet Briar campus offer students the splendid opportunity to participate in a variety of sports. The purpose of all activities, whether organized or informal, is to promote good health, individual skill, fun, and relaxation through the guidance of the Athletic Association and the Department of Health and Physical Education. Every student is a member of the Association and is entitled to the use of all athletic property, such as tennis courts, hockey and lacrosse fields and the boathouse. To those who show the most widespread interest and participation, the Athletic Association Executive Committee awards Sweet Briar seals, medals, and blazers.

Eligibility

1. All members of the Athletic Association, if physically qualified in the judgment of the physician, may join any sport, provided they agree to the rules of the sport.

2. A student may represent that class team of which she is a member; membership is to be determined by her credits in the Recorder's office. Exceptions to this rule may be made by the Dean and the Director of Physical Education, in consultation.

3. Only members of the Association who have a credit ratio of 1 for the preceding years and who have maintained a ratio of 1.2 in the previous semester may be elected to a position on the Executive Committee of the Association.

ATHLETIC AWARD SYSTEM

Awards to Individuals

There shall be three awards given; the first a seal, the second a medal, and the third a blazer. They shall be given in that order and under the following conditions.

A student who in the opinion of the Athletic Association Executive Committee has fulfilled the following requirements shall receive a seal.

a) Is above average in two or more activities or is definitely outstanding in one activity throughout the college year.

b) Shows qualities of sportsmanship and enthusiasm.

c) Shows responsibility.

A student who, having received a seal, continues to fulfill the above requirements in the opinion of the Athletic Association Executive Committee, shall then receive a medal.

A blazer is the highest award of the Sweet Briar Athletic Association. It shall be awarded on the unanimous vote of the Executive Committee, and not earlier than the Spring of the Junior Year, to students who fulfill the following requirements:

a) A student must show outstanding ability each year in at least one phase of the Athletic Association and an interested participation in other activities.

b) A student must show qualities of leadership which assist the Athletic Association and inspire other students in their participation.

c) A student must show unquestionable sportsmanship and loyalty at all times.

In very exceptional cases the Athletic Association may award a blazer to a student in May of her Junior Year, who has shown to a marked degree the qualifications for the blazer.

Dormitory Competition

Throughout the year, the members of the Student Body, divided according to residences, will compete for championship honors in athletics based on the final outcome of various sports events. The

name of each year's winner will be placed on the A. A. trophy which will be kept by the winning dormitory throughout the following year. This competition will be carried out through such team sports as hockey, volleyball, softball, and basketball.

CABIN

There shall be a Council consisting of the Head of Cabin, the assistant Head of Cabin, Cabin leaders and a representative of the Department of Physical Education. This council shall make, interpret, and enforce the rules for hiking and for the use of the cabin, subject to the laws of the Student Government Association and the Athletic Association, punish offenders and further the interests of outing and cabin activities at Sweet Briar College. Cabin Leaders shall be formally appointed at any time during the year by the Head of Cabin, the assistant Head of Cabin and a representative of the Department of Physical Education.

Cabin Rules

The Cabin is open to all Sweet Briar students and members of the faculty and staff, and may be used at any time in accordance with the terms of the Athletic Association. See the A. A. Bulletin Board for detailed rules, and the Cabin Calendar indicating "open" or "closed" Cabin.

Daytime Groups

Students may use the Cabin in the daytime accompanied by a Cabin Leader.

Overnight Groups

Students must be accompanied by a member of the faculty or staff or a person approved by the Dean of Students or the Department of Physical Education, and a Cabin Leader. See the regular Student Government rules for signing out. The Cabin Leader should know the signing out rules and check to see that her group has followed them correctly. Maximum number, 8; minimum, 4.

Girls With Dates

Girls with dates may use the Cabin in the daytime when Open House is announced on the College Calendar; and for picnic lunches

and suppers when accompanied by a Cabin Leader and provided they return to campus before dark.

No one is to drive beyond the green gate.

No one is to smoke in the woods or in the bunk room.

HORSEBACK RIDING

No student may go riding until a written permission from parent or guardian is filed in the office of the Department of Physical Education. No student may ride alone off campus. No student may jump unless approved for jumping by the Riding Council and unless a qualified person is in charge.

There shall be a Riding Council presided over by the Head of Riding and consisting of the Riding Leaders, "A" Riders, and a representative of the Department of Physical Education. It shall be their duty to make, interpret, and enforce the rules for riding, subject to the laws of the Student Government Association and the Athletic Association, to punish offenders, and to further the interests of riding at Sweet Briar.

Annual events sponsored by the Riding Council include Fall and Spring Horsemanship Classes, a Point to Point, Drag Hunting twice a week, Joint Hunts with the Bedford Hunt of Lynchburg, Spring Horse Show, and a Winter Riding Clinic, at which time Captain Vladimir Littauer is guest instructor.

All students at Sweet Briar are to be divided into the following classes:

Jumping Leaders: Students who are formally appointed during the college year by the Riding Council, and who may supervise students who have been approved for jumping, or jump themselves when accompanied by another person.

Riding Leaders: Students who are formally appointed during the college year by Riding Council, and who may take "C" riders on or off "B" Limits*, or ride alone within the "B" Limits.

"A" Riders: Students who have been approved by the Riding Council and who may ride alone with "B" Limits or who, with the permission of the Instructor of Riding or the Head of Riding may take "C" riders on or off "B" Limits.

"B" Riders: Students who have passed a definite riding test and

* NOTE: "B" Limits are defined by the Riding Council in consultation with the Physical Education Department.

who may ride in groups of two without a riding leader off "B" Limits, or alone on "B" Limits. "B" Class Riders may not act as riding leaders for "C" class riders.

"C" Riders: All girls who have not passed the riding test, and who may not ride without a riding leader.

SWIMMING, BOATING AND CANOEING

No student may swim until a written permission from her parent or guardian is filed in the office of the Department of Physical Education. This permission blank is sent in the late summer to the parents.

No student may swim unless accompanied by two authorized proctors and at specified times.

There shall be a Lake Council, formally appointed each college year, presided over by the Head of Lake, and consisting of a representative of the Department of Physical Education and the life guards appointed by the Head of Lake. It shall be their duty to make, interpret, and enforce the rules for swimming, boating, and canoeing, subject to the laws of the Student Government Association and the Athletic Association; to punish offenders, and to further the interests of swimming at Sweet Briar.

No student may use the *rowboats* until she has passed the swimming test at Sweet Briar.

No student may take out a canoe until she has passed the canoe test. No student may go on the Lake in a canoe unless she has passed the swimming test and is accompanied by one who has passed the canoe test. In order to use the canoes there must be at least two people using them at the same time.

All members of the Association and their guests may use the Boathouse in accordance with the Lake Regulations posted each year on the A. A. Bulletin Board.

By a ruling of the Board of Overseers, only members of the College Community and their house guests may use the Lake for swimming. All members of the Athletic Association who do swim at the Lake must follow the regulations of the Lake Council and the Physical Education Department.

DANCE

There shall be one dance organization to be known as "Dance Group." Members shall be chosen by try-outs.

ORGANIZATIONS

Phi Beta Kappa

In 1949, the United Chapters of Phi Beta Kappa granted a chapter of the society to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of broad cultural interests, scholarly achievement, and promise of intellectual growth.

The number of Seniors elected to Phi Beta Kappa rarely exceeds 10% of the class and may never exceed 15%. Although a limited number of Juniors may be considered for election, the election of Juniors is the exception rather than the rule.

Tau Phi

President, SUZY RUSMISEL

Tau Phi, Sweet Briar's upperclass honorary society, is composed of a limited number of juniors and seniors, who by their attitude have manifested an especial interest in furthering the ideals and traditions of Sweet Briar. Although members are chosen for many other qualities the importance of scholarship is recognized, and a credit ratio of 1.5 is usually required; but exception can be made. The purpose of Tau Phi is to stimulate interest in and to cooperate with student activity and to further the physical, spiritual and intellectual growth of the college.

The president of Tau Phi is a student member of the committee which plans lectures and concerts and the members of Tau Phi usher at these lecture series. They also act as hostesses at receptions following lectures and for Parents' Day. At Christmas time the group packs baskets for the Sweet Briar Farm. Tau Phi may at any time take on various projects to support student drives, and it frequently sponsors discussions on topics of value to the community.

Chung Mung

President, SALLY SCHERER

"around the corner at ol' Sweet Briar"

This song is chanted by a group of sheet-clad seniors and juniors who are chosen on the basis of their sincere interest in Sweet Briar, its activities, and their fellow-students. The "ghostly thirteen" sponsor various projects throughout the year, such as a booth at the Christmas bazaar, a spring fashion show, weekly milk sales in the dorms, and a food sale. The proceeds go toward something the club feels will benefit the college.

The organization is founded on the idea that through identification with a small body, its members may better foster enthusiasm and group participation at Sweet Briar. The annual softball game held May Day morning between the Chung Mungs and the Tau Phi's is the culmination of the friendly rivalry existing between these two societies.

Q. V.

Every year at Spring Step Singing, the members of Q.V. are announced. The members of this club are sophomores who have worked during the year as a group and as individuals to further class spirit. It is felt that their work will be more effective if it is done quietly.

A girl who is chosen to be a Q.V. is not taking on a new job; she is continuing her interest and work for the class. The purpose of the Club is to bring together a group who share this same interest. The Q.V.'s goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward meeting.

Bum Chums

President, PAT CALKINS

"Hallelujah, I'm a Bum!" sung gaily, echoes through the halls of Sweet Briar the night of Spring Stepsinging as the Bum Chums tap their ten new members. In addition to an interest in furthering the Lynchburg-Amherst area relations with the college, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the college.

The "notorious ten" throughout their junior year serve as useful members of the community, being active in various charity drives. They sponsor the Bloodmobile, are in charge of the coke machines, support St. Paul's mission, and keep the recreation room of the Date House clean.

Not least among their projects are their famed parties, the Holiday Inns, the proceeds of which are sent to the mission.

Paint and Patches

President, MARCIA ARMSTRONG

Paint and Patches, the Sweet Briar Dramatic Club, was organized for the purpose of creating and developing an active interest in all branches of drama and to promote a deeper knowledge of the technique of dramatic art.

P and P also attempts to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus.

Eligibility for membership in Paint and Patches is determined by a system of grading which evaluates the work of all candidates. The many areas of the club—acting; technical departments such as scenery, properties, lights, make-up, and costumes — provide opportunities for membership to those interested in various branches of the theatre.

Aints and Asses

The Illustrious One, To Be Elected

Aints and Asses is the organization that sports a name one might call distinctive and members one might call mad as March Hares. They are a small but happy group of clownish personalities who feel no restraint by propriety. They dress in manner unorthodox and behave in manner even more so.

Their duty and pleasure is to present parodies and "take-offs" of all Paint and Patches and other campus productions. Masters of burlesque, they perform their own versions of these plays on a low comedy level. In the spring the Asses turn their thoughts to blowing whistles, for it is their express and bounden duty to prevent bestial students from trampling to death the newborn grass. All in all—they're all in fun.

Hispanic Society

President, Celia Mendoza

The Hispanic Society was recently organized by a group of enthusiastic students desirous of promoting interest in the Hispanic world: its cultural, political, and social aspects.

The members of the Society are students from all four classes who show interest in the purposes of the organization and who are willing to contribute to the fulfillment of those purposes. Membership is not restricted to Spanish-speaking students.

Through its projects, which consist of lectures, student discussions, films both educational and entertaining, and social gatherings with members of other Spanish clubs from neighboring colleges and universities, the members strive to increase community knowledge of the Hispanic world.

COMMITTEES

JOINT COUNCIL

Joint Council is a group consisting of three faculty, three alumnae, three students, three Board members, and the President and the Dean of the college. This group meets once a year to discuss matters of mutual concern.

CAMPUS CHEST COMMITTEE

Student Chairman, JULIA FORT

The Campus Chest Committee shall conduct the Annual Funds Drive. A joint student-faculty committee shall serve as a clearing house for all appeals for funds which shall come to the Student Body from sources both on and off campus. The entire committee shall allocate the funds raised during the Drive.

The Campus Chest Committee shall consist of: the Chairman of Campus Chest, the Treasurer of Campus Chest, the Secretary of Campus Chest, the Head of International Students of the Y.W.C.A., Head of Campus Chest Publicity, Faculty Chairman of Campus Chest, and four faculty members appointed by the President of the College.

The Chairman shall be elected in the spring by the Student Body. The Treasurer shall be elected in the spring by the entire Campus Chest Committee. The Chairman shall, in the fall, choose members of the student body to act as solicitors in the Campus Chest Drive and appoint the Secretary and Publicity Chairman.

VOCATIONAL GUIDANCE COMMITTEE

Student Chairman, LINDA EMERY

The Vocational Guidance Committee is composed of five faculty and twenty student members, including representatives from each class. The work of the committee, coordinated by the Director of Vocational Guidance, includes making arrangements for representatives of professions and vocations who visit the campus for interviews and discussions, handling publicity, writing of articles for the college newspaper, tabulating results of questionnaires, taking care of the bulletin boards, and staffing the office when necessary.

FIRE DEPARTMENT

Fire Chief, KATHY DETMAR

Through understanding and cooperation the campus fire department assists in the avoidance of all possible accidents.

Fire drills are held during the night, at lunch, during meetings, during class hours, and at other times during the day. They may be announced or unannounced fire drills or fire escape drills. These drills are designed to promote familiarity with exits and to insure proper training in case of an emergency. The assistants to the house presidents (those in charge of phone duty) will assist the president in clearing the floor. A faculty fire team also assists, and takes charge of the students once they have left the buildings.

STUDENT DEVELOPMENT FUND

President, ELIZABETH FARMER

The Student Development Fund, which has grown out of the former Auditorium Fund, is composed of representatives from each class. It is their job to devise means for raising the money which is allocated by an annual vote of the entire student body. Every person in the community is urged to help with the projects.

NATIONAL STUDENT ASSOCIATION

Coordinator, DEARING WARD

The United States National Student Association is a confederation of college student bodies in every part of the country which are associated to give consideration to questions of mutual concern: student affairs, educational affairs, international affairs, and student government affairs.

Each student body is represented in the Association by its own elected student government and its NSA Committee. The USNSA is a non-partisan, non-sectarian, non-profit, student-run educational association.

Sweet Briar delegates attend the NSA Congress every summer as well as regional conferences during the fall and spring.

THE SWEET BRIAR CHOIR

President, NANCY DUNCAN

The Choir is Sweet Briar's oldest student organization with a continuous tradition of over fifty years of service to the college. Its seventy-five members provide service music for the Sunday Church Service, music for special occasions and ceremonies, and several concerts a year, usually given with clubs from various men's colleges. Periodically the Choir takes trips to various cities or to the campuses of men's colleges for joint performances of major choral works. In recent years they have presented KING DAVID by Honegger and the

TE DEUM of Kodály with the Lehigh University Glee Club, THE MESSIAH with the Hampden-Sydney Glee Club, and Haydn's MASS IN C with the Princeton University Glee Club. Each year at Christmas a special Carol Worship Service is sung.

Admission is by audition and members admitted are expected to continue that membership for at least one year. A gold cross and chain are awarded for two full years of satisfactory service.

WORLD AFFAIRS CLUB

President, CYNTHIA HUBARD

The purpose of the World Affairs Club is to stimulate interest in, and foster discussion of, political and economic affairs, as well as to further understanding of contemporary world problems and international questions. This organization offers an opportunity for those who are interested in such issues to exchange views, keep abreast of current events, and discuss relevant questions with speakers.

Members are chosen on the basis of letters submitted stating their interest in the activities of the Club.

CURRICULUM COMMITTEE

Chairman, TO BE ELECTED

The Curriculum Committee is organized for the purpose of representing the students and serving as an intermediary between the faculty and the students on matters concerning questions of curriculum. The committee is composed of student representatives of the four major groups of study; Language and Literature, Natural and Mathematical Science, Social Studies, and the Arts, with an additional representative from the Honors plan of study and one representative each from the Sophomore and Freshman classes. The representatives are chosen by the chairmen of the departments. Members of the Curriculum Committee are responsible for giving valid answers to questions which arise concerning the method of instruction at Sweet Briar.

COLLEGE PUBLICATIONS

THE BOARD OF PUBLICATIONS

Chairman, LEONORA WIKSWO

Secretary-Treasurer, KIM PATMORE

The Board of Publications acts as an advisory body to the four college publications in all matters of finance and policy. It has control

of the joint reserve fund of these publications; it elects the business managers of the four publications.

Members of the Board include the active editors and business managers of the four student publications and the faculty adviser of each of these publications. The past undergraduate editors may serve as non-voting members in an advisory capacity. Officers of the Board, the chairman and secretary-treasurer, are elected from and by the student members. The chairman is an ex-officio member of Inter-Club Council.

The Briar Pach

Editor-in-Chief, RINDA KING

Business Manager, SALLIE YON

THE BRIAR PATCH, the Sweet Briar annual, is published each spring. In the pages of THE BRIAR PATCH the staff tries to give all aspects of college life, especially the outstanding events of that year, which will serve as a permanent record and reminder when the year is over.

The Sweet Briar News

Editor-in-Chief, NANCY HUDLER

Business Manager, MARY STEKETEE

THE SWEET BRIAR NEWS is the weekly newspaper published by the students. It aims to give the students, faculty, and community reports of all the news which will be of interest to them. All students and especially freshmen whether they have had experience on school newspapers or not, are urged to try out for positions on the staff.

Parents are invited to subscribe and keep up with campus events.

The Brambler

Editor, SUZY RUSMISEL

Business Manager, KIM PATMORE

THE BRAMBLER is the college literary quarterly. By publishing poetry, prose, and drawings of fine quality contributed by the four classes and occasionally by the faculty, the BRAMBLER aims to stimulate creative writing at Sweet Briar and to bring varied and vital enjoyment to all readers.

The Key — Students' Handbook

Editor, ANN PERCY

Business Manager, LEONORA WIKSWO

Two handbooks are published at Sweet Briar. The STUDENTS' HANDBOOK is published every June and a copy is sent to each freshman in the summer to introduce her to the constitution and the activity side of Sweet Briar life. The upperclassmen receive theirs upon their return to college in the fall.

The HANDBOOK contains an outline of the structure upon which life at Sweet Briar is built, forming an important source of reference throughout the year.

THE KEY is an illustrated booklet which presents an informal picture of college life. It discusses some of the college traditions and customs and attempts to give practical advice to incoming students.

THE SWEET BRIAR COLLEGE INFIRMARY

8:00 a.m. to 12 noon	Monday through Saturday
4:00 p.m. to 5:00 p.m.	Monday through Friday
9:30 a.m. to 10:00 a.m. 5:45 p.m. to 6:15 p.m.	Sundays and Holidays

For examinations or treatments needing the attention of the physician come from 8:00 to 12 noon Monday through Saturday. If a student wishes to be *assured* of being seen by the physician, she should make an appointment in advance.

The physician will NOT be in the infirmary during the 4:00 to 5:00 hours; however, a nurse will be on duty at that time.

Special treatments (such as vaccines) Monday and Thursday 4:00 to 5:00 p.m.

In case of accident or sudden illness or a sudden skin eruption report as soon as possible day or night.

No visiting of patients at the Infirmary is allowed except by parents or in case of an emergency.

The physician is NOT at the Infirmary in the afternoon or evening, except when called back for an emergency.

THE REFECTORIES

Meals in Rooms: Upon written order of the College Physician, students who are ill or indisposed, may have trays in their rooms. The charge for this service is 25¢. Signed tray slips, together with the money, should be placed in boxes provided for this purpose in each dormitory, at least one-half hour before the meal bell rings.

Food or beverages—except fresh fruit or cookies—may not be taken from the dining room at meal times.

MEAL TICKETS: Visitors dining in the Refectories will buy meal tickets at the Service Room. The prices are:

Breakfast	$ .85
Lunch	.85
Dinner	1.50
Picnics	.75
*Special Dinners	Special Prices

Late Sunday Breakfast: In addition to the regular dining room service, on Sunday morning a light breakfast is served in Reid Dining Room from 9:00 until 10:00.

Picnics: During the fall and spring months the Refectories provide picnic lunches on Saturday and Sunday. Requests for these lunches must be made in writing in the dining rooms by one o'clock on Friday.

Clubs and other Organizations must order refreshments forty-eight hours in advance.

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* Non-profit—but to cover cost.

THE BOXWOOD INN

Boxwood Inn has a limited number of rooms which provide cheerful and convenient housing for friends, dates, and families—when they are not used for student housing. Rates are in line with prevailing ones for such accommodations. All reservations should be made with the Management.

Boxwood Inn Tea Room

The Boxwood Inn has an attractive private dining room where meals are served daily. This is an ideal place to entertain parents and friends and to celebrate birthdays with steak dinners and home-made birthday cakes. Advance reservations for large parties are requested. No shorts or sports attire (except clean riding outfit) permitted.

Meals are available *table d'hote*, at the following hours:

Daily		*Sunday*	
Breakfast	7:30- 9:30 a.m.	Breakfast	9:00-10:30 a.m.
Coffee Hour	7:30-11:00 a.m.	Dinner	12:30- 1:30 p.m.
Luncheon	12:00- 1:15 p.m.	Supper	6:00- 7:15 p.m.
Dinner	6:00- 7:15 p.m.		

The Snack Bar

The Snack Bar, in a separate building, is equipped with a complete fountain. It provides sodas, sundaes, and other delicacies to tempt the appetite, as well as a variety of sandwiches, hamburgers, hot dogs, salads, soups, desserts, and other items for a lunch or light meal. Many items usually found at the corner drug store may be secured at the Snack Bar.

The Terrace and TV Room in the Date House, adjoining the Snack Bar, are always open to students and provide ideal places for moments of relaxation. The Snack Bar hours are:

Daily:	*Sunday:*
12 noon - 9:30 p.m.	5:00 - 9:45 p.m.

MISCELLANEOUS INFORMATION

Alumnae Association: The alumnae office is located in 21 Fletcher. Mrs. Ernest M. Wood, Jr. (Elizabeth Bond, '34) is the Executive Secretary. While the principle business of this office is to act as the liaison between the college and the alumnae, to publish the *Alumnae Magazine,* to raise money for the college through the annual Alumnae Fund, and to maintain up-to-date address files for all alumnae, it also sells Sweet Briar china, glasses, and *The Story of Sweet Briar College.* Students are welcome at all times to come to the office for information about alumnae, to look at the bulletin board of current newspaper clippings, and to purchase merchandise.

Book Shop: The Book Shop is located on campus and provides a readily accessible source of textbooks, trade books, supplies, and gifts. All purchases during the opening week of college must be paid for by check or cash. After October 1 charges may be made and monthly bills will be rendered. Textbooks and supplies for the first semester may cost as much as $50.

Buses leave Sweet Briar bound for Lynchburg and Amherst on regular schedules from 7:00 a.m. to midnight. Bus schedules may be obtained upon arrival at College.

Class Organization: The first meeting of the Freshman Class is called by the Junior President, who is then President *pro tem* of the Freshmen until the election of their officers after six weeks.

Communications: The college may be reached by telegraph or telephone, but calls will not be put through to the dormitories after 11:00 p.m., except in emergency. Telegrams are sent directly to Sweet Briar College. Money sent by wire can be received only at Lynchburg. There are telephones on each floor of the dormitories. For calls to Amherst there is a charge of ten cents (10¢) and to Lynchburg, fifteen cents (15¢).

Community Meetings: Community meetings for the discussion of problems affecting the entire community may be held on request and should be scheduled through the Assistant Dean and the Vice-President of Student Government. A meeting of this type is not required unless the word "required" precedes the announcement of the meeting. Students are upon their honor to attend a Required Community Meeting and also all Convocations.

Laundry: Every article sent to the college laundry must be marked with a NAME TAPE SEWED ON and each laundry bag must be accompanied by a laundry slip. The college will not be responsible for laundry lost if sent in another student's laundry. Pads of laundry slips are on sale at the Information Office, and laundry bags shall be of adequate size to contain all laundry. Students are allowed a maximum quota per person per week of laundry to be processed by the college. Any charge for excess laundry is to be paid at the Information Office by the student concerned. Laundry goes out at 7:30 a.m. on Monday from Gray, Carson, Dew, Boxwood Inn, Lancaster, Rollins, the Music Building and House No. 9; on Tuesday from Reid and Grammer; and on Thursday from Manson and Randolph.

Lockboxes: Every student is expected to obtain, on the day of her arrival at Sweet Briar, a combination padlock for the lockbox provided in her closet. Locks may be purchased at the Students' Book Shop on campus.

Lost and Found: This department is located in the Service Room in Gray. Lost articles not claimed at the end of a year will be disposed of by the college.

Mails: The United States Post Office is located in the Book Shop Building. The usual Post Office services are afforded here. A complete mail schedule is posted in the Post Office lobby at all times.

Each student is assigned a Post Office box for rent which is payable at the beginning of the college term. Since there are not sufficient boxes for each student, a few students will share boxes and the rent cost.

In addressing students' mail to Sweet Briar College, Sweet Briar, Virginia, parents and friends are asked please to use the students' box numbers.

Responsibility for Property: Although the College endeavors to protect the property of its students in the same manner as its own, it will not be responsible for loss of any personal property of any student. Students are responsible for damage to College property not due to normal usage.

Riding: Horses may be engaged from the Sweet Briar stables by telephone. Riding tickets may be purchased in the Information Office. A riding permit from a student's parents or guardian must be filed with the Department of Physical Education before any girl may ride.

Transportation: Cars meet all trains at the opening of college. Special arrangements can be made after that time for transportation to the train depots.

Trunks: Trunks and bags should be checked to Sweet Briar, *not Lynchburg or Monroe.* Trunk checks should be left at the Service Room. Before trunks or packages will be picked up or delivered, you must get a delivery check from the Service Room; there will be a charge of fifty cents for delivery of trunks and bags, and a charge of twenty-five cents for delivery of packages.

Visitors: Visitors may come to the Information Office where they will be directed to the parlors of the dormitories or to convenient places to meet their appointments.

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Alma Mater thy praises ring
As we pass through thy halls
Alma Mater our voices ring
Over your ived walls
Echoing back through all the years of Sweet Briar Days
Years of fun and friendly spirit
You hold a place forever in our memories
Our song resounds so all can hear it
Alma Mater thy praises ring
Through our lives evermore.

SWEET BRIAR SONGS

Sweet Briar, Sweet Briar, flower fair,
The rose that on your crest you wear
Shall never fade, but always bear
Thy beauty, O Sweet Briar!
Sweet Briar, Sweet Briar, thy columns white
Shine on thy hills a beacon light
Of truth, to burn with radiance bright
Forever, O Sweet Briar!
Sweet Briar, Sweet Briar, we sing to thee.
May thy foundations ever be
Strong as thy hills, thy purity
That of thy rose, Sweet Briar!

Sweet Briar, mighty image,
Through your eyes we see,
Spirit of all knowing,
May we walk with thee?
All you have you offer,
For all we hope to be
Mirrors of the truth of your simplicity.

Seasons make us wiser,
Shadowed by your walls,
Freedom for our dreaming
Until duty calls.
Here we gather insight
For our life apart,
While your timeless message echoes in our heart.

CLASS SYMBOLS

Class of 1962

MOTTO: Ne obliviscamur.

COLORS: Green and black.

EMBLEM: Oak tree.

Class of 1963

MOTTO: Spectamur agendo.

COLORS: Delph blue and black.

EMBLEM: Lion.

Class of 1964

MOTTO: Factum non verbum.

COLORS: Purple and gold.

EMBLEM: Swan.

Class of 1965

MOTTO: Honor ante honores.

COLORS: Peacock blue and green.

EMBLEM: Peacock.

DIRECTORY OF STUDENT OFFICERS

AINTS AND ASSES

President ..... To Be Elected

ATHLETIC ASSOCIATION

President ..... Mary Jane Schroder, '62
Secretary ..... Alice Warner, '62
Treasurer ..... Meg Mackenzie, '63

Heads of Sports

Basketball ..... Diane Hatch, '64
Cabin ..... Sally Hitt, '64
Dance .....
Games ..... Puss Prichard, '64
Hockey ..... Rachel Read, '64
Lacrosse ..... Nancy Lord, '62
Lake ..... Kim Patmore, '62
Riding ..... Nancy McDowell, '63
Softball ..... Nancy Dixon, '63
Tennis ..... Susan Alexander, '63
Winter Sports ..... Kim Patmore, '62

STUDENT DEVELOPMENT FUND

Chairman ..... Elizabeth Farmer, '62
Secretary-Treasurer ..... Jane Bradley, '64

BOARD OF PUBLICATIONS

Chairman ..... Leonora Wikswo, '63
Secretary-Treasurer ..... Kim Patmore, '62

Brambler

Editor ..... Suzy Rusmisel, '62
Business Manager ..... Kim Patmore, '62

Briar Patch

Editor ..... Rinda King, '63
Business Manager ..... Sallie Yon, '63

The Key — Students' Handbook

Editor ..... Ann Percy, '62
Business Manager ..... Leonora Wikswo, '63

The Sweet Briar News

Editor-in-Chief ..... Nancy Hudler, '62
Business Manager ..... Mary Steketee, '62

BUM CHUMS

President ..... Pat Calkins, '63

CAMPUS CHEST COMMITTEE

Chairman ..... Julia Fort, '63
Treasurer ..... Marion Dean, '63

CHOIR

Head ..... Nancy Duncan, '62
Manager ..... Ann Houghton, '62
Treasurer ..... Susan Alexander, '63

CHUNG MUNG

President ..... Sally Scherer, '62

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1962

President ..... Mary Sturgeon
Vice-President ..... Patsy Cox
Secretary ..... Betsy Pearson
Treasurer ..... Bettye Thomas

1963

President ..... Betsy Parker
Vice-President ..... Marta Sweet
Secretary ..... Lyn Clark
Treasurer ..... Meta Bond

1964

President ..... Susan Williams
Vice-President ..... Lee Huston
Secretary ..... Alice Fales
Treasurer ..... Jackie Nicholson

HOUSE PRESIDENTS

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Carson ..... Olive Wilson, '63
Grammer ..... Susan Glasgow, '64
Gray ..... Margery Fleigh, '64
Lancaster (peripheral houses) ..... Ray Henley, '62
Manson ..... Chenault McClure, '63
Randolph ..... Mandy McCormick, '63
Reid ..... Mary FitzHugh, '64

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Fire Chief ..... Kathy Detmar, '63

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Fran Early, '62
To Be Elected

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Vice-Chairman ..... Chloe Fort, '62
Secretary ..... Sue Jones, '63
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Junior Representatives ..... Anne Carter, Judy Gutches, Sue Jones
Sophomore Representatives ..... Ashton Barfield, Virginia Del Greco, Sally Gump

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Vice-President ..... MARY HANNAH, '62
Secretary ..... CHRIS STROUS, '63
Treasurer ..... CYNTHIA HUBARD, '63

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Chairman ..... LINDA EMERY, '62
Secretary ..... TO BE ELECTED

SOCIAL COMMITTEE

Chairman ..... FONTAINE HUTTER, '62
Treasurer ..... CHRIS STROUS, '63

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President ..... ANN RITCHEY, '62
Vice-President ..... ANNE PARKER, '62
Secretary ..... VIRGINIA JOACHIM, '63
Treasurer ..... PEGGY TILGHMAN, '63

TAU PHI

President ..... SUZY RUSMISEL, '62

WORLD AFFAIRS CLUB

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Vice-President ..... TO BE ELECTED
Secretary ..... TO BE ELECTED
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Vice-President ..... JOANIE NEWHALL, '63
Secretary ..... MARY GREEN, '64
Treasurer ..... PUNCH HARRIS, '63

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Chatham Old Folk's Home ..... HELEN DUNN, '64
Christmas Parties ..... JOSEPHINE ENGLAND, '64
Four-College Discussion Group ..... POLLY WIRTZMAN, '63
Lynchburg Training School and Hospital ..... AIMÉE GIBSON, '64
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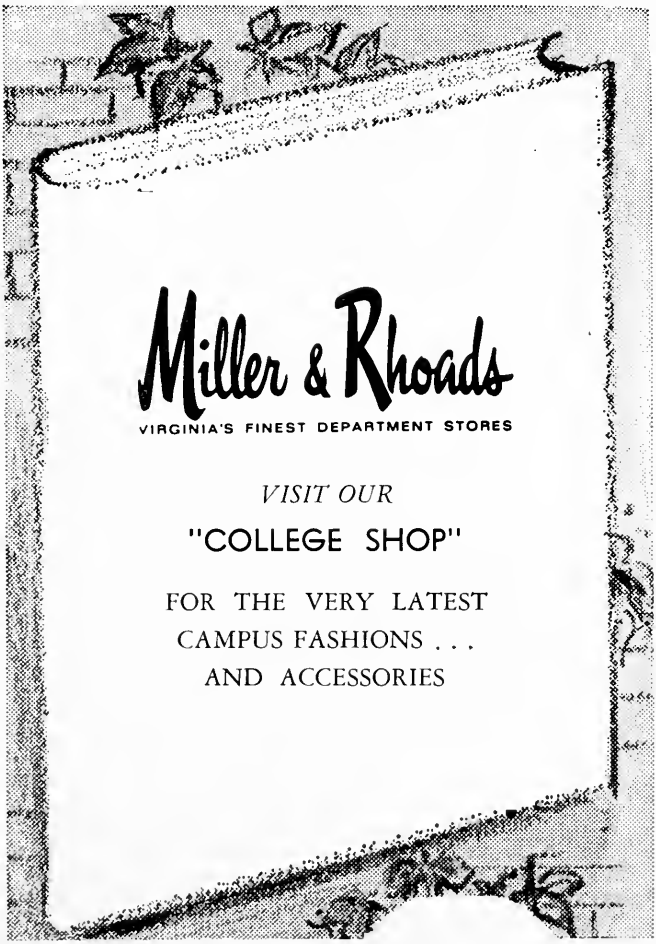
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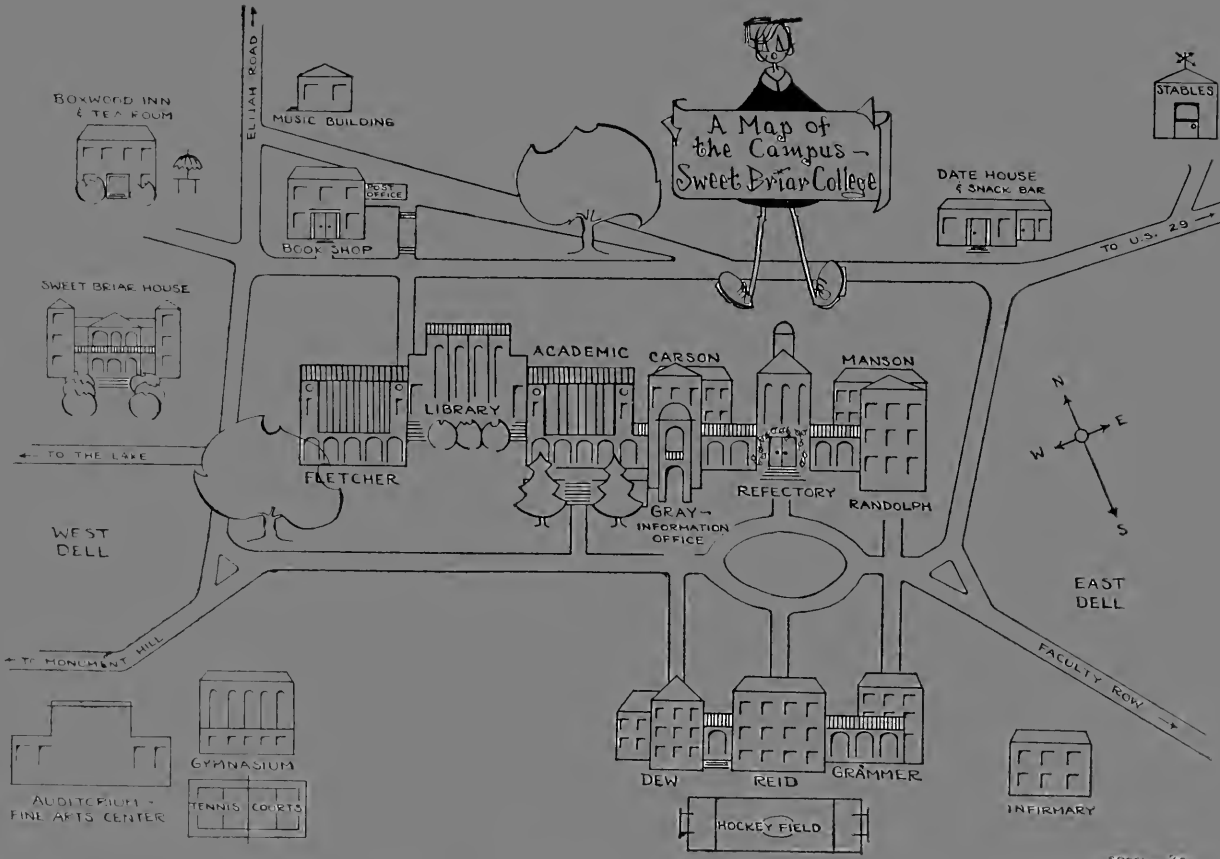
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